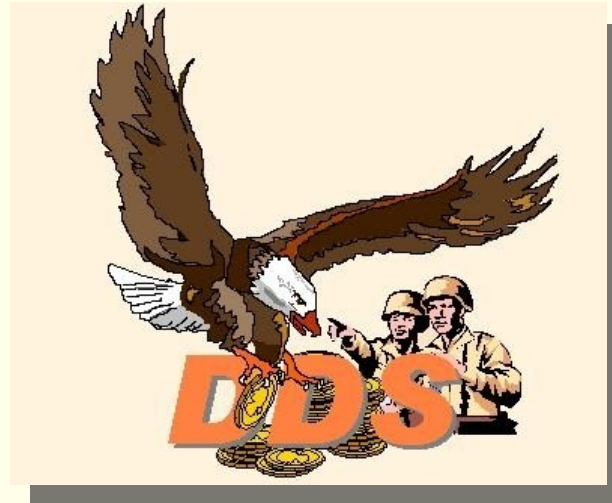




# ***DISBURSING AGENT TRAINING***



**United States Army Financial  
Management Command  
(USAFMCOM)  
Operational Support Team**

Updated July 2015



# AGENDA



## **# Action, Condition, Standard**

### **▶ # Module 1 - Transfer of Accountability (TOA)**

### **# Module 2 - DDS Transactions**

- Advance A Cashier
- Add a Line of Accounting
- Upload an APC file
- Edit a Default Line of Accounting
- Voucher Series Setup
- Clear A Non-Sufficient Funds Check
- Cash Received from Bank



# AGENDA



## ▶ **#Module 3 - Limited Depositary Account (LDA)**

- Add an LDA
- Add Funds to an LDA
- Cash Withdraw from an LDA
- Post a Payment to an LDA
- Post Interest/Service Charges to an LDA
- Reconcile an LDA

## ▶ **#Module 4 - Close Business Day**

- Approve a Batch in OTCnet
- Acknowledge a Batch in OTCnet (Offline)
- Confirm Cashier's 1081
- Create Deposit Ticket for Sales
- Retrieve OTCnet Deposit Ticket for checks



# AGENDA



- **Download Voucher Report in CIR**
- **Create Deposit Ticket in DDS for Checks**
- **Create Debit Voucher for Loads**
- **Print Voucher Control Log**
- **Create DA 1081/Finalize DA 2665**
- **Create MILPAY Interface File**
- **Create/Retrieve RFT**
- **Create an Export**
- **Close of Day Sequence/Checklist**



# AGENDA



- ▶ ~~■~~ **Module 5 - Create an FMST Site**
- ▶ ~~■~~ **Module 6 - System Access Request**
- ▶ ~~■~~ **Module 7 - OTCnet System Administration**
- ▶ ~~■~~ **Module 8 - Physical Security/ECC Forms**
- ▶ ~~■~~ **Module 9 - Contact Information**



# ACTION, CONDITIONS, STANDARD



**ACTION:** Perform Disbursing Agent operations utilizing the functional financial systems within disbursing.

**CONDITIONS:** You have a requirement to perform disbursing operations with a computer loaded with the Deployable Disbursing System (DDS) software, EagleCash (EC) software, and Over The Counter Channel Application (OTCnet) software. The user will have access to the DoDFMR Volume 5, DDS Manual, EC Manual, OTCnet Manual, local standard operating procedures, standard office supplies, and equipment.

**STANDARD:** The students will have successfully conducted Disbursing Agent functions within DDS, EC, and OTCnet, and receive a GO on the following actions:

1. Properly open daily business.
2. Set-up user IDs and Profiles in DDS, EC/SVC
3. Properly advance/clear agent funds.
4. Properly close daily business in DDS, EC/SVC, and  
OTCnet.
5. Properly complete end of day reports.



# MODULE 1 - TRANSFER OF ACCOUNTABILITY







# TRANSFER OF ACCOUNTABILITY



## Steps to Take During a TOA (1 of 2)

- Verify funds with subagents
- Verify batch list for checks on hand that have not been deposited
- Verify loss of funds (DDS Balance vs. DD 2665) and supporting documentation (if applicable)
- Verify Non Sufficient Funds (NSF) checks and supporting documentation
- Both DA's verify funds
- Create new DA and vault code
- Conduct vault-to-vault transfer
- New DA confirms vault transfer
- DA closes DD Form 2665
- DA does a "blank" RFT to the DDO







# TRANSFER OF ACCOUNTABILITY



## Steps to Take During a TOA (2 of 2)

- Ensure a good left seat/right seat ride is conducted.
- Vault combinations, access codes, keys and access rosters MUST be changed the same day the vault to vault is conducted.
- Inactivate all outgoing unit's users in DDS
- Ensure all passwords/User IDs are granted prior to outgoing unit's departure (OTCnet, DDS, Corps2 Server, ITS.gov, FRB email/AKO folder access granted).
- Update and sign DA Form 3161 for FRB equipment and forward to USAFMCOM/ FRB.
- Obtain all current SOP's, Policy Letters, and Internal Control Inspection Checklists.



# TRANSFER OF ACCOUNTABILITY



## Changing the Business Day

DDS Set Business Day

Prior Business Date: 03/27/2014 A

\*Current Calendar Date: 03/27/2014

\*Current Business Date: 03/27/2014 B

☐ Last Business Day of Accounting Period.

OK Cancel

- After a business day is closed, DDS will prompt the DA to set the current business day after logging in the next time.
- Ensure both the calendar date and current business date are the same.
- If a DA needs to open another day for the same business date, use the drop down to select the appropriate letter.



# TRANSFER OF ACCOUNTABILITY



## Exchange Rate Setup

Note: click print button to generate "exchange rate sheet" (see next slide)

Enter the day's FC exchange rates here and they will appear in the grid below

This is the 3 or 5 day rate obtained from ITS.gov (FTF operations)

The downloaded rate file form ITS.gov can now be uploaded

014 B      \*Currency Code: FC

Exchange Rates?

	Prior	*Current
Accommodation:	50	50
Prevailing:	50	50
Official:	50	50
Average:		
International EFT:		

File

Curr Code	Accommodation	Prevailing	Official	Average	International EFT
FC	50	50	50		50
LD	50	50	50		50

Accommodation rate is used to calculate FC amounts on accountability reports, vouchers or outgoing exchange transactions.

Prevailing (a.k.a reconversion) rate is used to calculate FC purchases (e.g., when a cashier receives foreign currency in exchange for US currency).

Official rate is used to calculate the U.S. dollar value of Limited Depositary Accounts (LDAs) and checks written from LDAs.

Average rate is used when the disbursing office uses the same exchange rate for all foreign currency transactions.

Rate utilized for foreign currency ITS.gov payments. Usually not the same rate as any of the previous rates.

Daily rates must be input and saved for all Currency codes (if applicable)



# TRANSFER OF ACCOUNTABILITY



## Exchange Rate Sheet

DAILY EXCHANGE RATE SHEET  
50 FC to the DOLLAR

<u>DOLLAR</u>	<u>FC</u>	<u>DOLLAR</u>	<u>FC</u>	<u>DOLLAR</u>	<u>FC</u>
1.00	50.00	161.00	8,050.00	321.00	16,050.00
5.00	250.00	165.00	8,250.00	325.00	16,250.00
9.00	450.00	169.00	8,450.00	329.00	16,450.00
13.00	650.00	173.00	8,650.00	333.00	16,650.00
17.00	850.00	177.00	8,850.00	337.00	16,850.00
21.00	1,050.00	181.00	9,050.00	341.00	17,050.00
25.00	1,250.00	185.00	9,250.00	345.00	17,250.00
29.00	1,450.00	189.00	9,450.00	349.00	17,450.00
33.00	1,650.00	193.00	9,650.00	353.00	17,650.00
37.00	1,850.00	197.00	9,850.00	357.00	17,850.00
41.00	2,050.00	201.00	10,050.00	361.00	18,050.00
45.00	2,250.00	205.00	10,250.00	365.00	18,250.00
49.00	2,450.00	209.00	10,450.00	369.00	18,450.00
53.00	2,650.00	213.00	10,650.00	373.00	18,650.00
57.00	2,850.00	217.00	10,850.00	377.00	18,850.00
61.00	3,050.00	221.00	11,050.00	381.00	19,050.00
65.00	3,250.00	225.00	11,250.00	385.00	19,250.00
69.00	3,450.00	229.00	11,450.00	389.00	19,450.00
73.00	3,650.00	233.00	11,650.00	393.00	19,650.00
77.00	3,850.00	237.00	11,850.00	397.00	19,850.00
81.00	4,050.00	241.00	12,050.00	401.00	20,050.00
85.00	4,250.00	245.00	12,250.00	405.00	20,250.00
89.00	4,450.00	249.00	12,450.00	409.00	20,450.00
93.00	4,650.00	253.00	12,650.00	413.00	20,650.00
97.00	4,850.00	257.00	12,850.00	417.00	20,850.00
101.00	5,050.00	261.00	13,050.00	421.00	21,050.00
105.00	5,250.00	265.00	13,250.00	425.00	21,250.00
109.00	5,450.00	269.00	13,450.00	429.00	21,450.00
113.00	5,650.00	273.00	13,650.00	433.00	21,650.00
117.00	5,850.00	277.00	13,850.00	437.00	21,850.00
121.00	6,050.00	281.00	14,050.00	441.00	22,050.00
125.00	6,250.00	285.00	14,250.00	445.00	22,250.00
129.00	6,450.00	289.00	14,450.00	449.00	22,450.00
133.00	6,650.00	293.00	14,650.00	453.00	22,650.00
137.00	6,850.00	297.00	14,850.00	457.00	22,850.00
141.00	7,050.00	301.00	15,050.00	461.00	23,050.00
145.00	7,250.00	305.00	15,250.00	465.00	23,250.00
149.00	7,450.00	309.00	15,450.00	469.00	23,450.00
153.00	7,650.00	313.00	15,650.00	473.00	23,650.00
157.00	7,850.00	317.00	15,850.00	477.00	23,850.00



# TRANSFER OF ACCOUNTABILITY



## Vault Info

DDS [CIN-51758990] - [Main]

File Processing Vault Check/EFT Reports System

Vault Info  
Agent Info  
Cash Received from Bank  
Overdraft/Underdraft  
Vault-to-Vault Transfer  
LDA Maintenance  
LDA Cash Withdrawal

Denomination Quantity Amount

100 DOLLAR BILL	1500	150,000.00
50 DOLLAR BILL	1500	75,000.00
20 DOLLAR BILL	1700	34,000.00
10 DOLLAR BILL	1500	15,000.00
5 DOLLAR BILL	1500	7,500.00
2 DOLLAR BILL	0	0.00
1 DOLLAR BILL	1500	1,500.00

Amount: 283,000.00 Amount U.S. Eq: 283,000.00  
Neg Inst Amount: 0.00 Neg Inst Amount U.S. Eq: 0.00

- Vault Info or Vault Ledger - Allows users with "Maintains Vault" or "System Admin" privileges to view the denominational breakdown of U.S. and Foreign Currency
- After selecting vault code, click print to print the complete vault ledger, US, FC, LD, etc.



# TRANSFER OF ACCOUNTABILITY



## Agent Info

- Agent Info - Lists all agents with funds outstanding and their balances as of the last DD Form 1081.

DDS [CIN-51758990] - [Main]

File Processing Vault Check/EFT Reports System Acc

Vault Info  
Agent Info  
Cash Received from Bank  
Overdraft/Underdraft  
Vault-to-Vault Transfer  
LDA Maintenance  
LDA Cash Withdrawal

Agent Information  
07/28/2010 A

08/04/2010 11:59:05

Parent Site	Site	User	Last DD1081	Curr Cd	Exch Rt	Cash Bal	Cash US Equiv	III Bal	III US Equiv	Other Bal
00001	10001	CA1	Cashier, One	FC	100	1,700,000.00	17,000.00000	.00	.00000	
				US	1	37,000.00	37,000.00000	.00	.00000	0.00000
			Total Funds				54,000.00000			
10001	11111	FST	Cashier, Cashi	FC	100	300,000.00	3,000.00000	.00	.00000	
				US	1	47,000.00	47,000.00000	.00	.00000	0.00000
			Total Funds				50,000.00000			

# System

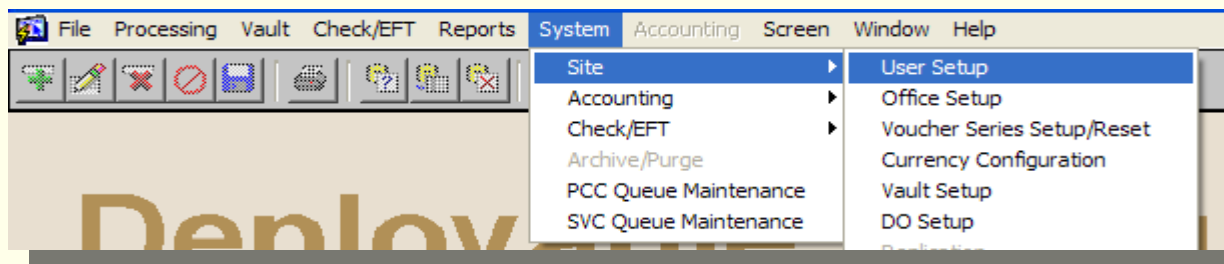




# TRANSFER OF ACCOUNTABILITY



## Add Users to DDS (1 of 4)



\*Site Id: 40000 FOB ECCERS Last Update: 10/31/2012 A

\*User Id: ADM ☐ Inactive User

Name: ADMIN ADMIN

(\*Last, \*First, MI)

\*SSN: 123121212

Signature Block: ADMIN

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Mainframe Vault	<input type="checkbox"/> Certify Collection Voucher
<input checked="" type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Password Appointment Memorandum VCT Access

Agent Information Only

\*Rank: SSG Date of Last 2665:

\*DEROS: 01/31/2020 Total Balance: .00

(mm/dd/yyyy)

• Admin  
User



# TRANSFER OF ACCOUNTABILITY



## Add Users to DDS (2 of 4)

\*SSN: 400404004

Signature Block: DISBURSING AGENT

PCC Login ID: Vital 1<sup>st</sup> Step

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input checked="" type="checkbox"/> Change Business Day
<input checked="" type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input checked="" type="checkbox"/> Maintain Voucher	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input checked="" type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Buttons: Password, Appointment Memorandum, VCT Access

Appointing authority

DO or Commander Name: (\*Last, \*First, MI) COLE ANTHONY

\*Title DISBURSING OFFICER

\*DOD Component/organization USAFMCOM

\*Effective date 02/24/2011

\*Type DISBURSING AGENT

\*Amount 1,000,000.00

Additional responsibilities include:

Additional regulations:

Buttons: OK, Cancel, Print DD 577

- Disbursing Agent User



# TRANSFER OF ACCOUNTABILITY



## Add Users to DDS (3 of 4)

\*SSN:


Signature Block:

PCC Login ID:

SVC Login ID:

NMC Login ID:

Password:

Appointment Memorandum 

VCT Access

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input checked="" type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintains Vault	<input checked="" type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

- **Certifier User**

Appointing authority


DO or Commander Name: (\*Last, \*First, MI)

\*Title  \*DOD Component/organization

\*Effective date

Additional responsibilities include:

Additional regulations:

OK 



# ADD USERS TO DDS - CASHIER



## Add Users to DDS (4 of 4)

\*SSN: 987654321

Signature Block: CASHIER

PCC Login ID: AAATE001

SVC Login ID: DISB101

NMC Login ID:

User can Perform the Following Functions

<input checked="" type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintains Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Password Appointment Memorandum VCT Access

- Cashier User
- Must pay special attention to the interface user IDs for OTCnet and EC.

Appointing authority

DO or Commander Name: (\*Last, \*First, MI) JORMAN RONALD

\*Title DISBURSING OFFICER

\*DOD Component/organization WHISKEY DETACHMENT

\*Effective date 02/11/2011

\*Type CASHIER

\*Amount 500,000.00

Additional responsibilities include:

Additional regulations:

OK Cancel Print DD 577



# TRANSFER OF ACCOUNTABILITY



## Vault-To-Vault (V2V) Transfer (1 of 4)

System Accounting Screen Window Help

- Site
- Accounting
- Check/EFT
- Archive/Purge
- PCC Queue Maintenance
- SVC Queue Maintenance

- User Setup
- Office Setup
- Voucher Series Setup/Reset
- Currency Configuration
- Vault Setup**
- DO Setup
- Replication

- Once the new DA user is created in DDS there are 3 additional steps to complete the V2V:
- 1. Establish a new vault (inactive).
- 2. Print vault ledger, then transfer (V2V) funds to new user. The new user will verify amount against the DD Form 1081.
- 3. The new user will accept funds via vault.
- Select the User Id created for the new DA
- The "Vault Code" will be new DA initials (first/last name).
- Check the "Inactive Vault" box. Only one vault can be active at a time at a remote site.
- Enter a description of the new DAs vault.
- Select save.

Site Id: 00005 REMOTE SITE 5 - KANDAHAR DA

\*User Id: JCK

User Name: DA, NEW

Vault Code: JK ☒ Inactive Vault

Vault Description: NEW DISBURSING AGENT

Forms

Information: Vault JK was successfully inserted.

OK



# TRANSFER OF ACCOUNTABILITY



## Vault-To-Vault (V2V) Transfer (2 of 4)

Vault Check/EFT Reports Sys

Vault Info  
Agent Info  
Cash Received from Bank  
Overdraft/Underdraft  
**Vault-to-Vault Transfer**

After vault setup, outgoing DA will transfer funds to new DA.

Issuing User Id: DA1 \*Issuer \*Receiving User Id/Site: [dropdown]  
Issuing User Site Number: 10001 Vlt Code [dropdown] Name of Receiver: JCK10001  
Name of Issuer: PABLO SANCHEZ \*Receiver Vlt Code [dropdown]

☐ Reason ☐ Partial ☐ Full  
☒ Advance ☐ Full

Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. End (In agent's account)
0 1 Balance Forward:	.00	.00	.00	
1 2 U.S. Dollars:	.00	.00	.00	
3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	

- Select receiving user ID, Issuer vault code, and "Full" for type of advance.
- All funds and documents outstanding under outgoing DA will transfer over to new DA.
- Select save.
- A window with the V2V 1081 will appear. DA will print form.

SEQUENCE # 1 STATEMENT OF AGENT OFFICER'S ACCOUNT 02/17/2012 14:00

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/AFPO number and Telephone number)
RONALD JORMAN FOB WHISKEY 8550	JAMES C KELLEY *****4554 FOB WHISKEY

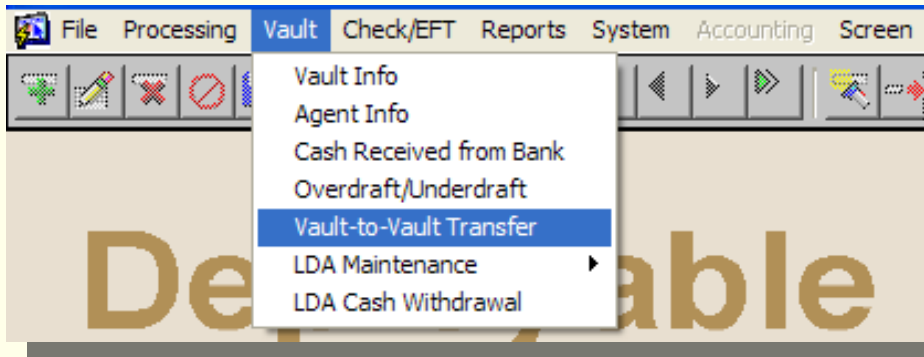




# TRANSFER OF ACCOUNTABILITY



## Vault-To-Vault (V2V) Transfer (3 of 4)



- The old and new DA will verify the funds in the vault against the ledger and the V2V 1081.
- Once vault has been verified, the new DA will log in and accept the funds.
- The vault will automatically switch from the out-going to the incoming DA (switch the vault between DAs)

Issuing User Id: DA1 \*Issuer \*Receiving User Id/Site: JCK10001  
Issuing User Site Number: 10001 PS Name of Receiver: JAMES C KELLEY  
Name of Issuer: PABLO SANCHEZ \*Receiver Vlt Code: JK

☐ Return ☐ Partial ☐ Advance ☐ Full

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1 Balance Forward:		.00		1,062,500.00
1 2 U.S. Dollars:	950,000.00			
3 Foreign Curr(U.S. Equivalent):	112,500.00			
4 Military Payment Certification:	.00			

- The new DA will select the correct vault code under the "Receiver Vlt Code" and then "confirm."



# TRANSFER OF ACCOUNTABILITY



## Vault-To-Vault (V2V) Transfer (4 of 4)

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	N/A	950,000.00	1	950,000.00

- The new DA will denominate the funds received according to the bills on-hand (on ledger or V2V 1081).

User Id: JCK Currency Code: US Exchange Rate: 1 \*Vault Code: JK

Currency Amt Entered for Vault: 950,000.00 US Equiv Entered For Vault: \$950,000.00

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	0	8,910	8910	891,000.00
50 DOLLAR BILL	0	678	678	33,900.00
20 DOLLAR BILL	0	198	198	3,960.00
10 DOLLAR BILL	0	801	801	8,010.00
5 DOLLAR BILL	0	653	653	3,265.00

Forms

Continue with confirmation?

OK



# TRANSFER OF ACCOUNTABILITY



## Finalize the DD 2665

User Code:  Date of Last DD2665:

Name:  Business Date:

SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

LINE NO.	TODAY	CUMULATIVE
1. Accountability -- Beginning	1,218,141.03	1,010,256.41
2. Advances	100.00	100.00
a. Cash	<input type="text" value="100.00"/>	
b. Prepositioned Checks	<input type="text"/>	
c. Other	<input type="text"/>	
3. Voucher Collections	10.00	107,894.62
4. Treasury Check Issues	.00	.00
a. Vouchered	<input type="text"/>	
b. Other	<input type="text"/>	
5. Transfers from Other Disbursing Officers		100,000.00
6. Exchange Gain Accumulations	.00	.00
7. Other		

Page: 1

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE 12/02/2009 A

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION	c. TODAY	d. CUMULATIVE
(1)	ACCOUNTABILITY - BEGINNING	1,218,141.03	1,010,256.41
(2)	1 ADVANCES a. CASH 100.00 b. PREPOSITIONED CHECKS c. OTHER	100.00	100.00
(3)	N VOUCHERED COLLECTIONS	10.00	107,894.62



# TRANSFER OF ACCOUNTABILITY



## Office Setup

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge PCC Queue Maintenance SVC Queue Maintenance

User Setup Office Setup Voucher Series Setup/Reset Currency Configuration Vault Setup DO Setup Replication File Path Setup

Deployable

\*Parent Site Id: \*Site Id: 00001 Main \*DSSN: 8850

\*Department of: ARMY ☐ Inactive

☐ Person ☒ Institution

368TH FMSU

Address

☐ US ☒ Foreign

BAGRAM AIRFIELD

APO, AE 09234

☒ EDA/MyPay

☒ Advice of Payment

☒ SSN on AOP

☒ PCC

☒ SVC

☒ IPAC

☐ Modify Range

\*Death Gratuity Limit: 100000

\*Actg Svc: STANFINS \*Actg Type: Non-Integrated GLAC: 10 ☒ ODS WCD W8850

\*DDS Login: CAC PWD without Override \*Parent FSN/\*AAA: S09076 UIC:

Phone: 312-699-4567 Fax:

CAC ONLY

CAC PWD with Override

CAC PWD without Override

Interface Type

DTMHRS

Active	Parent Site Id	Site Id	Site Type	Office Name
YES		00001	MAIN	368TH FMSU
YES	00001	10001	REMOTE	SITE 1
YES	00001	11001	REMOTE	SITE 11
YES	00001	12001	REMOTE	SITE 12

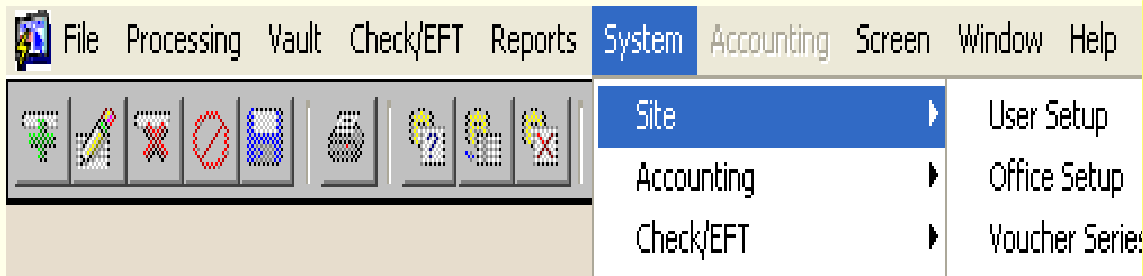
- The DA must change the office name once their unit has taken over, or location information if the location of the Finance Office changes.



# TRANSFER OF ACCOUNTABILITY



## Change Disbursing Officer



- When the FMSU Disbursing Officer goes through a Transfer of Accountability the DA will have to update their database with the new information.
- **DO NOT MAKE THIS CHANGE UNLESS INSTRUCTED TO DO SO BY THE DDO**

\*DO Code: AC ☒ Current DO Stop Date:

\*DO Code:  ☒ Current DO Stop Date:

\*Officer  
(Last, First, MI):

\*Signature Block:

Pr

I

C Predecessor DO's

DO	Code	Last Name	First Name

**Forms**  
Information: Disbursing officer successfully changed. All appointment memorandums have been terminated. Please access user setup and add the new appointment memorandum information for all users.





# TRANSFER OF ACCOUNTABILITY



## Remote File Transfer - "Blank" (1 of 3)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account  
Remote File Transfer  
DD 2665 - Daily Agent Accountability Summary  
DD 2657 - Daily Statement of Accountability

New  
Resend

Create Data Disk for Transfer Retrieve Data From Disk

1 368TH FMCO  
Include Office Checks

Create data Disk

OK

\*\*\* Please choose a SITE ID... then press the OK button \*\*\*

Transfer to storage

- Once "New" is selected, a window will appear with two tabs.
- DDS defaults to the "Create Data Disk for Transfer."
- Select the appropriate "Site Id" that DDS should be transferring to.
- Select "OK" to generate the RFT file.





# TRANSFER OF ACCOUNTABILITY



## Remote File Transfer - "Blank" (2 of 3)

Create Data Disk for Transfer    Retrieve Data From Disk

\*Site Id:  
1 368TH FMCO

☐ Include Office Checks

368TH FMCO  
BAGRAM AFB  
AFGHANISTAN  
APO AE 09354

**Question**

Create File for Transfer to another Site?

Yes

\*\*\* Please choose a SITE ID... then press the OK button \*\*\*

**Information**

This file must be processed even though no DD1081s were attached since the information can be important and necessary to the destination site.

OK

- Once generated, the remarks window will state that the file has been created, and the "Transfer to storage" button will become enabled.
- Select the "Transfer to storage" button, and place in the folder where the RFT files will be maintained.

\*\*\* When Storage is ready push the button at the bottom of the screen \*\*\*  
\*\*\* NOTE: regardless of whether a DD1081 was created \*\*\*  
\*\*\* There is information on this file that MUST BE SENT!!!

PROCESS IS COMPLETE. File ready to be copied to diskette.

If this is a large transfer this will take several minutes

Transfer to storage

PROCESS IS COMPLETE. File ready to be copied to diskette

If this is a large transfer this will take several minutes

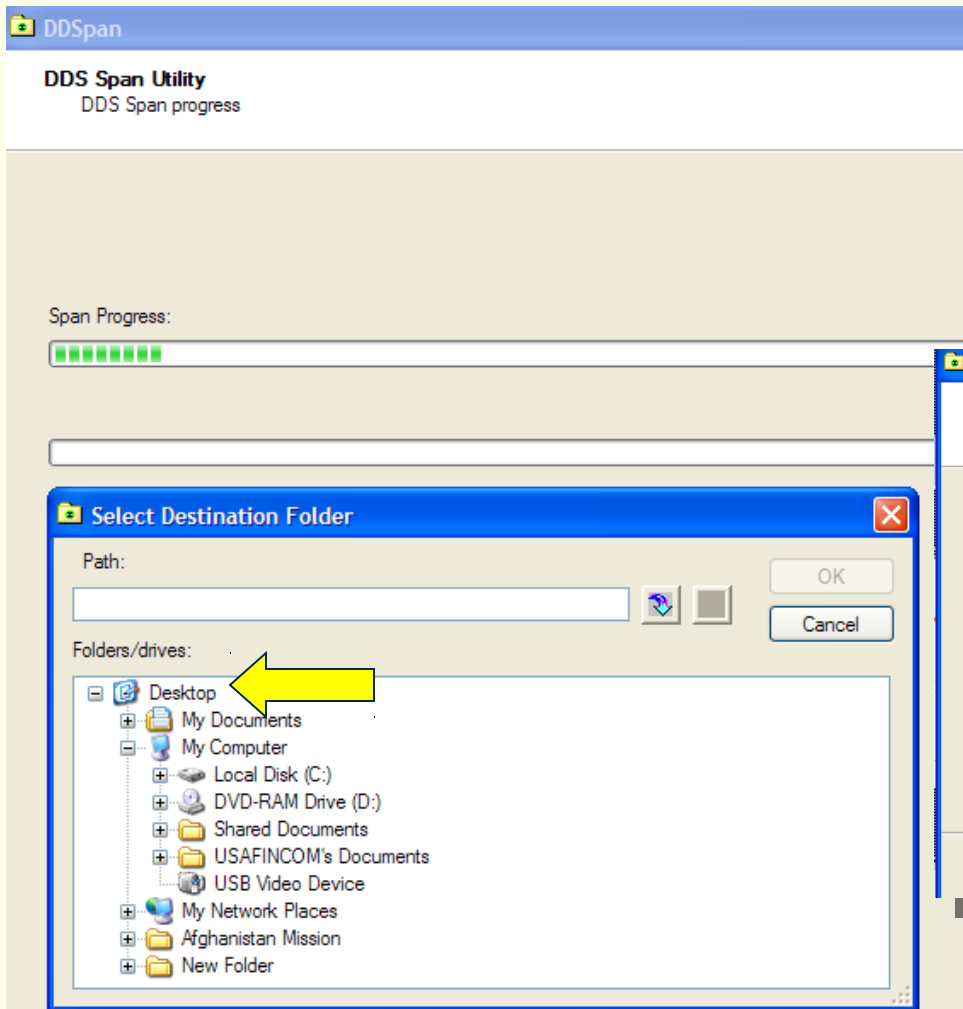
Transfer to storage



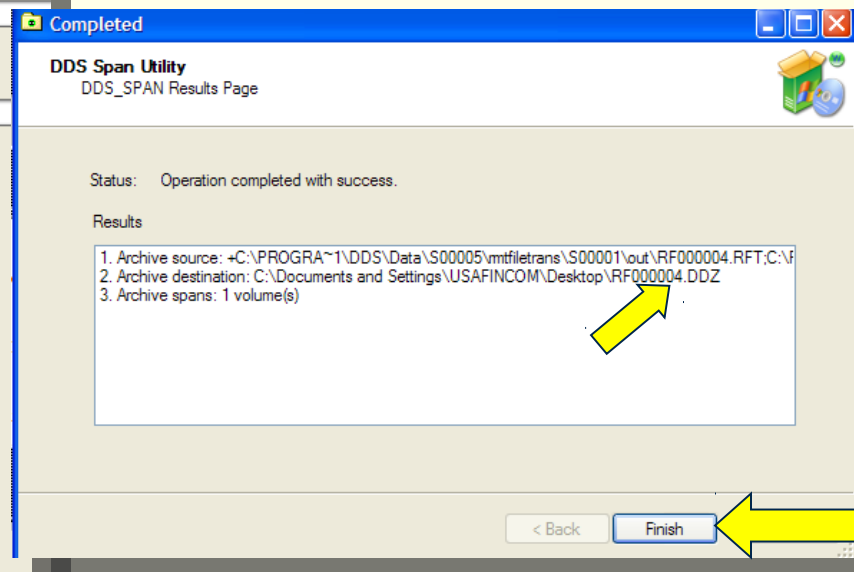
# TRANSFER OF ACCOUNTABILITY



## Remote File Transfer - "Blank" (3 of 3)



Take note of the RFT number as  
this will be needed later





# MODULE 2 - DDS TRANSACTIONS







# DDS TRANSACTIONS

## Advance a Cashier (1 of 4)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account  
Remote File Transfer  
DD 2665 - Daily Agent Accountability Summary

Ensure agent has been created in DDS.

Issuing User Id: JCK Receiving User Id/Site:   
Issuing User Site: 10001 Name of Receiver:   
Name of Issuer: JAMES C KELLEY

☐ Return ☐ Partial ☐ Advance ☐ Full

Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1 Balance Forward:	.00	.00	.00	.00
1 2 U.S. Dollars:	.00	.00	.00	.00
3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
4 Military Payment Certificates:	.00	.00	.00	.00
2 5 Collections:	.00	.00	.00	.00
3 6 Deposits:	.00	.00	.00	.00
4 7a NI: Treasury Checks:	.00	.00	.00	.00
7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 12/02/2009 A Sequence Number:

Select the cashier to be advanced.



# DDS TRANSACTIONS

## Advance a Cashier (2 of 4)

Issuing User Id:  Receiving User Id/Site:

Issuing User Site:  Name of Receiver:

Name of Issuer:

☐ Section ☐ Partial ☐ Advance ☐ Full

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:	.00	1,750.00	.00	.00
1	2 U.S. Dollars:	.00	.00	.00	.00
2	3 Foreign Curr(U.S. Equivalent):				

Curr Code On Hand Amount Exch Rate US Equiv

US	1,000,000.00	.00	1	.00
----	--------------	-----	---	-----

Once the user ID has been selected, their name and advance will automatically populate.

- Select the currency to advance, (block 2 - US/ block 3 - FC).
- Once selected, another window will appear.
- Click the vault icon to denominate from the DA's vault.

U.S. Dollar:

Foreign Currency (U.S. Equivalent):

Military Payment Certificates:







# DDS TRANSACTIONS

## Advance a Cashier (4 of 4)

Issuing User Id: JCK Receiving User Id/Site: CA110001  
Issuing User Site: 10001 Name of Receiver: CASHIERONE CASHIERONE  
Name of Issuer: JAMES C KELLEY

☐ Reprint ☐ Partial ☐ Advance ☐ Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. End (In agent's account)
0	1 Balance Forward:	.00	1,750.00	.00	1,750.00
1	2 U.S. Dollars:	250,000.00	.00	.00	250,000.00
	3 Foreign Curr (U.S. Equivalent):	.00	.00	.00	.00
	4 Military Payment Certificates:	.00	.00	.00	.00
2	5 Collections:	.00	.00	.00	.00
3	6 Deposits:	.00	.00	.00	.00
4	7a NI: Treasury Checks:	.00	.00	.00	.00
	7b Military Payment Orders:	.00	.00	.00	.00
5	7c.1 NI: EFT For Cash:	.00	.00	.00	.00
	7c.2 NI: Dishonored Checks:	.00	.00	.00	.00
	7c.3 Other Negotiable Instruments:	.00	.00	.00	.00
6	8 Paid Vouchers:	.00	.00	.00	.00
	9 Incorrect Vouchers Ret:	.00	.00	.00	.00
	10.1 Overdrafts:	.00	.00	.00	.00
7	10.2 Loss of Funds:	.00	.00	.00	.00
	10.3 Transfers In and Out:	.00	.00	.00	.00
	10.4 Stored Value Card Load:	.00	.00	.00	.00
	11 Stored Value Card Sales:	.00	.00	.00	.00
	12 Total Funds:	.00	1,750.00	.00	1,750.00
	12 Total Funds:	.00	251,750.00	.00	251,750.00

- Advance amount will now populate the DD Form 1081.
- Click block 12 to update the total accountability for the cashier.
- Print 2 copies of the 1081, DA and Cashier sign both and each keep a copy.

SEQUENCE # 1 STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS,  
DISBURSING STATION SYMBOL NUMBER  
RONALD JORMAN  
DFAS INDIANAPOLIS  
DSSN 8550

AGE  
(In  
CASH  
\*\*\*\*  
FOB

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT



# DDS TRANSACTIONS

## Add a Line of Accounting

The screenshot shows the DDS Accounting System interface. The menu bar includes File, Processing, Vault, Check/EFT, Reports, System, Accounting, Screen, Window, and Help. The Accounting menu is open, showing options for Site, Accounting, Check/EFT, and Archive/Purge. The Accounting sub-menu is open, showing options for Setup, Default, and Tables. A yellow arrow points to the 'add' button in the toolbar.

*DPI	Cd	*FY	*APC	APC	Fund	Dept	Sym	Limit	OA	ASN	AMS	UIC	*FSN	Ldgr	Trns
		9999		N	21	2020	0000	2A	B3AW	996600000000	WOUCAA	012161	01		
	8	0232		N	21	2020	0000	22	0204	135198000000	000000	099999	12		
	8	0P26		N	21	2020	0000	22	8412	4347164000		099999	12		
	8	1643		N	21	2010	0000	90	0000	5D2A1P000000	000000	012120	06		
	8	1644		N	21	2010	0000	90	0000	5D1A1P000000	000000	012120	06		
	8	1812		N	21	2020	0000	90	0000	000000000000		018128	06		
	8	2032		N	21	2020	0000	90	0000	000000000000		092032	06		
	8	2125		N	21	2020	0000	90	0000			041133	06		
	8	2141		N	21	2020	0000	90	0000			009057	06		
	8	2174		N											
	8	217D		N											
	8	217M		N											
	8	217P		N											
	8	217S		N											
	8	217T		N											
	8	2231		N											
	8	2238		N	21	2020	0000	90	0000	000000000000		009076	06		

Buttons: Purge, Upload


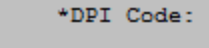
**\*\*If the DA receives an LOA that is not in DDS the LOA must be verified with the RM that issued the LOA that it is a valid LOA, if valid, the DA must add it.**

- Select the "add" record button.
- Once selected, a blank line will appear. The DA will need to complete the LOA with a min. of "FY", "APC", and "FSN."
- If the DA has more information, then it should be added at that time.
- Once all of the information has been entered, the DA will select the "save" key.



## Upload an APC File (1 of 2)

- **Once the APC file has been received from DFAS-Rome, the new APCs will have to be uploaded into DDS.**
- **The new APCs should be received at the beginning of the FY.**
- **Click upload**
- **Click cancel when the**

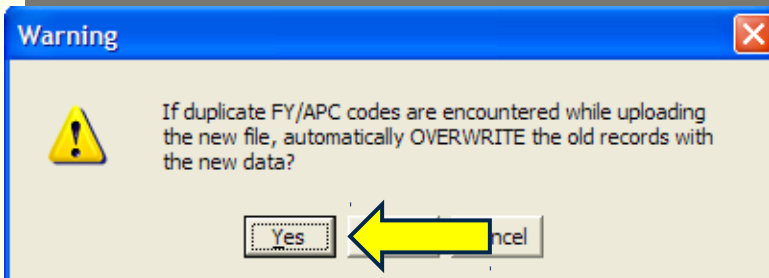
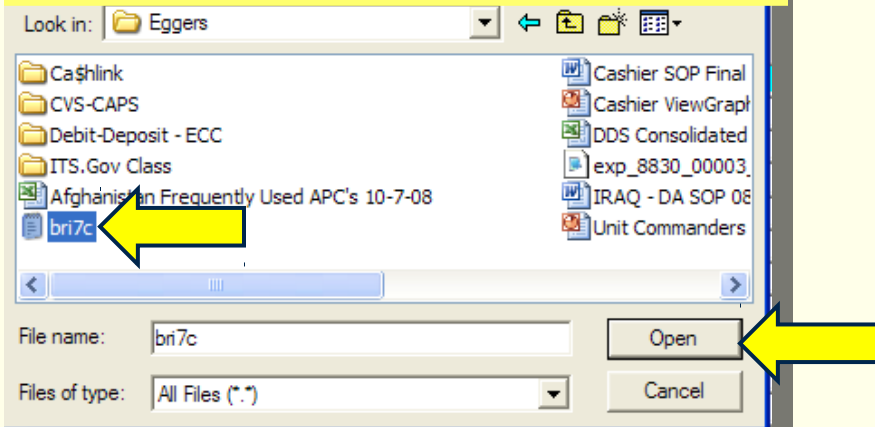
A screenshot of a Windows-style warning dialog box. The title bar is light blue and says "Warning" in black text. On the right side of the title bar is a red button with a white "X". The main area of the dialog has a white background. On the left is a yellow triangular warning icon with a black exclamation mark. To the right of the icon, the text reads: "To maintain a clean table, a purge should be run prior to Upload. Perform purge now?". At the bottom of the dialog are two buttons: "OK" and "Cancel". A large yellow arrow with a black outline points from the right towards the "Cancel" button.



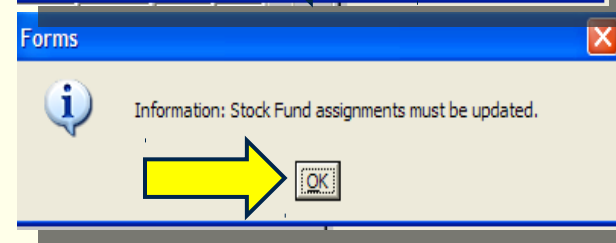
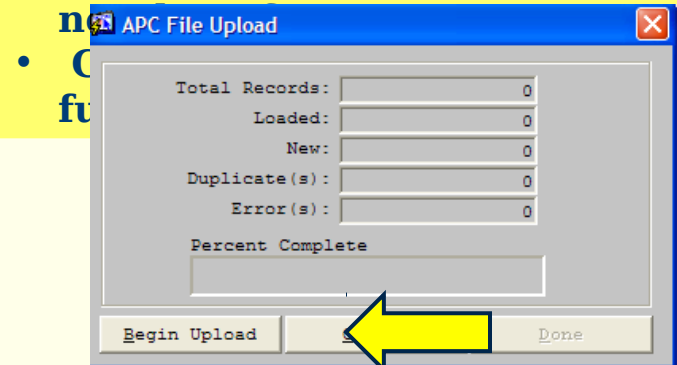
# DDS TRANSACTIONS

## Upload an APC File (2 of 2)

- Once the APC window appears, select the folder where the file is stored.
- Select the file, and open.
- Select "yes" to overwrite the old records.



- Select "begin upload."
- A window will appear stating to update the Stock Fund assignments, select "ok."
- Once complete, the "done" key will become enabled.
- Select "done" and the APC window will refresh with the

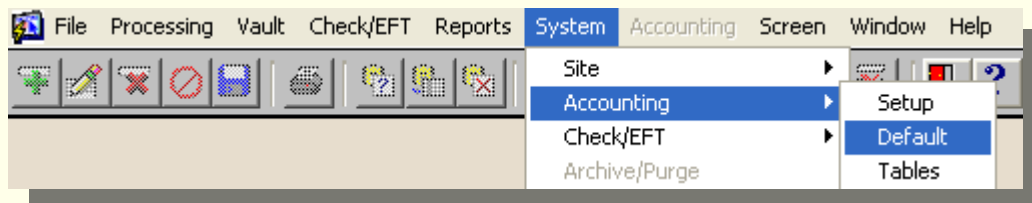




# DDS TRANSACTIONS



## Edit a Default LOA



DPI	CD	FY	APC	EOR
7K	4	P222	4140	

*FY	*APC	EOR	IBOP	*ODC	Mat Qty	Mat Cd	Disc
21	4	2010	0000	90	0000	ZB24M400000	4140 P222 7

- Each Component of each branch, enlisted and officer have their own LOA for military payments.
- These need to be updated at the beginning of each FY
- DA will select the "edit" key and change the FY.
- Click "save" after each line





# DDS TRANSACTIONS

## Edit Gain/Loss By Exchange LOAs

System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge PCC Queue Maintenance SVC Queue Maintenance

User Setup Office Setup Voucher Series Setup/Reset **Currency Configuration** Vault Setup DO Setup Replication File Path Setup

- The DA must ensure the system is updated with the Accounting Lines provided by the servicing FSN. This update must occur at the beginning of the Fiscal Year (October 1<sup>st</sup>).
- Failure to update the system will result in System Generated Vouchers (GBX/LBX) citing an erroneous lines of accounting

TK 12	21 * 6763	.2020	000000000000	099999	Foreign Currency Collections -GAINS
TK 13	21 * 6763	.2020	000000000000	099999	Foreign Currency Disbursements - LOSSES

Currency Setup Exchange Rates Denomination Setup Increment Setup

\*Currency Code: **F1** Foreign Currency \*ISOP: FO

Denomination Setup Increment Setup Limited Depositary Default Acctng Lines

\*Digits Currency Code: **F1**

Accounting Lines

Type	Doc	FY	APC	ROR	Document Reference
GAIN		1	TK12	0000	GAIN
LOSS		1	TK13	0000	LOSSES

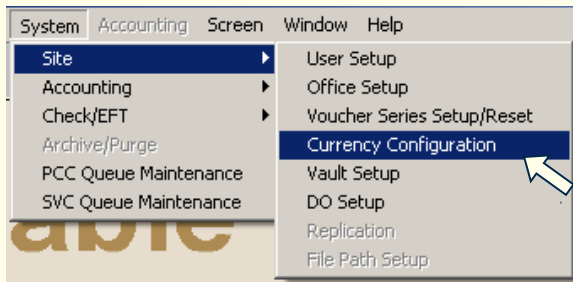
21 1 6763 0000 00 0000 000000000000 0000 GAIN TK12 999999





# DDS TRANSACTIONS

## Edit Discrepancy Voucher LOAs



- The DA must ensure the system is updated with the Accounting Lines provided by the servicing FSN. This update must occur at the beginning of the Fiscal Year (October 1<sup>st</sup>).
- Failure to update the system will result in System Generated Vouchers (GBX/LBX) citing an erroneous lines of accounting

TK12	21 * 6763	.2020	0000000000	099999	Foreign Currency Collections -GAINS
------	-----------	-------	------------	--------	-------------------------------------

Currency Setup	Exchange Rates	Denomination Setup	Increment Setup
----------------	----------------	--------------------	-----------------

\*Currency Code: **US** US Currency \*IBOP: US

Denomination Setup	Increment Setup	Limited Depository	Default Acctng Lines
--------------------	-----------------	--------------------	----------------------

\*Digits Currency Code: US

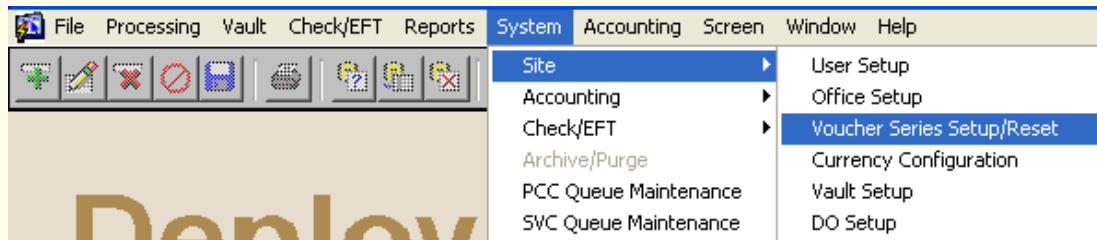
Accounting Lines					
Type	DPI	CD	OR	Document Reference	
ROUNDING		1	TK12	000	ROUNDING ERROR

21 1 6763 0000 00 0000 000000000000 0000 ROUNDING ERROR TK12 999999



# DDS TRANSACTIONS

## Voucher Series Setup



Reset Series      Reset All

Voucher Series	Description	Range	Range Available	Last Used Number
CV	COLLECTION VOUCHERS	000001 - 099999	10000 - 19999	010000
MP1	RESERVE COMPONENT PAYROLLS LESS THAN	100001 - 149999	101000 - 101999	000000
MP2	RESERVE COMPONENT PAYROLLS MORE THAN	150001 - 199999	151000 - 151999	000000
CA1	VENDOR PAY	200001 - 299999	201000 - 201999	201000
ST1	CIVILIAN PAY	300001 - 399999	301000 - 301999	000000

*Site ID	*Range Start	*Range End	*Date Assigned	
10001	010000	019999	07/02/2009	A
11111	010900	010999	07/09/2009	A

- The DA will reset their voucher numbers at the beginning of each FY once confirmation has been received from the DDO.
- The “Reset Series” button will clear out the vouchers for a specific set.
- The “Reset All” button will clear all the vouchers in the system. **(BE CAREFUL)**



# DDS TRANSACTIONS

## Clear NSF Check Advanced From The DDO To DA (1 of

Vault Check/EFT **Reports** System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account  
Remote File Transfer  
DD 2665 - Daily Agent Accountability Summary

Issuing User Id: DDO Receiving User Id/Site: DA220000  
Issuing User Site: 00001 Name of Receiver: FOBFENTY DISBURSINGAGENT  
Name of Issuer:

☐ Return ☐ Partial ☐ Advance ☐ Full

Generate Vouchers Confirm **STEP 3**

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
3	6 Deposits:				
4	7a NI: Treasury Checks:				
	7b Military Payment Orders:				
5	7c.1 NI: EFT For Cash:				
	7c.2 <b>STEP 2</b> Dishonored Checks:				
	7c.3 Other Negotiable Instruments:	.00			
6	8 Paid Vouchers:				
9	Incorrect Vouchers Ret:	.00			

Business Day: 01/23/2012 A Sequence Number: 3

Check or Tracer Number Date Curr Code Amount Exch Rate US Equiv Type Payee

<input checked="" type="checkbox"/> 6370	01/23/2012	US	150.00	1	150.00	PC	DUNCAN, TIM
<input type="checkbox"/>							
<input type="checkbox"/>							

**STEP 2**

**Forms**

Information: Incoming DD1081 must be processed

OK **STEP 1**

Page: 1 ?

SEQUENCE # 3 STATEMENT OF AGENT OFFICER'S

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER OMAR S TYSON 8899 EAST 56TH STREET INDIANAPOLIS, IN 46249-3000 DSSN 8850	AGENT OFFICER'S (Include ZIP Code) FOBFENTY D *****1212 FOB FENTY
--	---



# DDS TRANSACTIONS

## Clear NSF Check Advanced From The DDO To DA (2 of

File Processing Vault Check/EFT Reports System Accounting

Exchange Transactions (U.S./Foreign Currency)  
Disbursements  
Collections  
Deposit  
Debit Voucher  
Loss of Funds  
Deferred Voucher  
Transfer In or Out  
**Redeem Uncollectable Checks**  
Appropriation Transfers

Dishonored Checks

Name	SSN	Curr Code	NI Number	NI Date	Original Amt
TIM DUNCAN	576289191	US	6370	01/23/2012	150.00

Selected Balance:

Details

Payment Received

Amount	NI Type	NI Number	NI Date	Vault ID

☒ Person ☐ Institution

Last Name First Name MI SSN

Available NIs

Payment Total:

☐ Receipt Requested

Ensure the "receipt requested" box is checked. This receipt is important in case the NSF is later collected from their pay.



# DDS TRANSACTIONS

## Clear NSF Check Advanced From The DDO To DA (3 of

Dishonored Checks

Name	SSN	Curr Code	NI Number
<input checked="" type="checkbox"/> TIM DUNCAN	576289191	US	6370 0

Payment Received

Amount	NI Type	NI Number	NI Date	Vault ID
150.00				

☒ Person ☐ Institution

Last Name: DUNCAN First Name: TIM MI: SSN: 576289191

Available NIs

User Id: DA2 Currency Code: US Exchange Rate: 1 \*Vault Code: D2

Currency Amt Entered for Vault: 150.00 US Equiv Entered For Vault: \$150.00

Currency Amt to Distribute: 150.00 Remaining Currency Amt to Distribute: .00

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	500	500	0	.00
50 DOLLAR BILL	500	500	0	.00
20 DOLLAR BILL	500	507	7	140.00
10 DOLLAR BILL	500	501	1	10.00

Forms

Be sure to return check to customer, check has been fully redeemed.

OK



# DDS TRANSACTIONS

## Cash Received From Bank (1 of 2)

DDS [CIN-51758990] - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Vault Info  
Agent Info  
**Cash Received from Bank**  
Overdraft/Underdraft  
Vault-to-Vault Transfer  
LOA Maintenance

\*Type  
☐ Check ☐ EFT ☒ Cash

Check/Tracer Nbr	Bank Date	Amt

\*Curr Cd \*Amount \*Exch Rate

*Curr Cd	*Amount	*Exch Rate

\*Total US Equivalent:

**Cash Received from Bank** - Allows users to process cash received from bank into the accountability based on a previously prepared check, EFT or cash (exchange for a different currency) ***(AAFES/Postal Change)***.

**Amount/denominations you are giving out i.e. AAFES requests 100 \$1 bills**

Cash Amount 100

User Id: DDO Currency Code: US Exchange Rate: 1 \*Vault Code: BJ

Currency Amt Entered for Vault: 100.00 US Equiv Entered For Vault: \$100.00

Currency Amt to Distribute: 100.00 Remaining Currency Amt to Distribute: .00

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	1,500	1,500	0	.00
50 DOLLAR BILL	1,500	1,500	0	.00
20 DOLLAR BILL	1,700	1,700	0	.00
10 DOLLAR BILL	1,500	1,500	0	.00
5 DOLLAR BILL	1,500	1,500	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR COIN	0	0	0	.00
<b>1 DOLLAR BILL</b>	<b>1,500</b>	<b>1,400</b>	<b>100</b>	<b>100.00</b>
50 CENTS	0	0	0	.00

Total Currency Amt Entered: 100.00 Total US Equiv Entered: \$100.00

OK Cancel Clear





# DDS TRANSACTIONS

## Cash Received From Bank (2 of 2)

DDS [CIN-51758990] - [Cash Received from Bank]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

New

\*Type  
☐ Check ☐ EFT ☒ Cash

Check/Tracer Nbr Bank Date Amt

Cash Amount  
100.00

Amount/denominations you are **receiving** i.e. AAFES requests 100 \$1 bills and **gives you 1 \$100 bill.**

\*Curr Cd \*Amount \*Exch Rate

US 100.00

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	1,500	1,501	1	100.00
50 DOLLAR BILL	1,500	1,500	0	.00
20 DOLLAR BILL	1,700	1,700	0	.00
10 DOLLAR BILL	1,500	1,500	0	.00
5 DOLLAR BILL	1,500	1,500	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR COIN	0	0	0	.00
1 DOLLAR BILL	1,400	1,400	0	.00
50 CENTS	0	0	0	.00

\*Total US Equivalent:

Total Currency Amt Entered: 100.00 Total US Equiv Entered: \$100.00

OK Cancel Clear



# MODULE 4 - CLOSE BUSINESS DAY





# CLOSE BUSINESS DAY


## Step to Take When Clearing a Cashier

- Have the supervisor/certifier review all paperwork to ensure that it is filled out correctly
- Verify cashier's OTCnet batch list against their DD 2664, CCV's and trial DD 2665, once verified have the supervisor approve/upload the cashier's batch
- Ensure cashier returns all checks to the DA on the DD 1081
- Verify the load report and sales receipts match the DD 2664 and trial DD 2665
- Verify the DD 117 and DD 1351-6 for all local pays to ensure amounts match the DD 1081 and DD 2665
- Count the cashier's money and verify that the amount on hand or turned in matches the DD 1081 and DD 2665
- Ensure the cashier places their TR file for all ECC transactions in the shared folder
- **IF ANY AMOUNT DIFFERS DO NOT ACCEPT THE CASHIER'S DD 1081 OR FINALIZE THEIR DD 2665!**



# CLOSE BUSINESS DAY

## OTCnet Approve a Batch - CCS (1 of 4)

 **OTCnet**<sup>SM</sup>  
Deposits Made Simple

Online Application

Check Processing **Batch Management** Session History

Location: Home » Check Processing » Batch Management

### Search Batch

Batch Search Conditions

<< < 1 - 10 > >> of 56 Records

Select	OTC Endpoint	ALC + 2	Description
<a href="#">Check All / Clear All</a>			
<input checked="" type="checkbox"/>	9999101001	9999101001	13 FMC TX

Batch ID:

Cashier ID:

Batch Status:

Select	Status	Description
<a href="#">Check All / Clear All</a>		
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input checked="" type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement



# CLOSE BUSINESS DAY

## OTCnet Approve a Batch - CCS (2 of 4)

Item ID	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account I	Bank No	Check	Amount	Status
2869	1111874801	Customer Present	Personal	1810077702	sopsup02	4/1/2012 3:19:11 AM	12128827	0631021	0610	33.00	Void
2868		Customer Present	Non-Personal	1810077702	sopsup02	4/1/2012 3:17:47 AM	99985841	1011083	0164	100.00	Approved
2867	1111874801	Customer Present	Personal	1810077702	sopsup02	4/1/2012 3:16:20 AM	12126609	0430002	0622		

From the View Checks page, click the Item ID of each scanned check to verify details

### Check Image

TEST IMAGE-TEST IMAGE-TEST IMAGE

PAY  
TO THE  
ORDER OF

Test Check

4/1/12 \$ 100.00

one hundred and 00/100

SAMPLE - NOT NEGOTIABLE

1011083 0164

99985841

### Check Information

Name	Value
Amount	100.00
IRN	181007770203200000454
SSN	123456789

Show Item

Void

Receipt

Print Item





# CLOSE BUSINESS DAY

## OTCnet Approve a Batch - CCS (3 of 4)

Location: Home » Check Processing » Batch Management

### Summary of Batches

#### View Batches

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 1 out of 1 records | 15 ▾

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item C	Total Amount	Status	Active Flag
<a href="#">Check All</a> / <a href="#">Clear All</a>									
<input type="checkbox"/>	F7CE-EF88-48E5-B9D9-A34BB56936F1	aaateo01	9999101001	9999101001	2/13/2012 12:55:33 PM	3	600.00	CLOSED	✓

Previous

Cancel

Activate/Deactivate

Close Batch

Approve

### Approve Batch

#### Approve Batch

##### Batches to be Approved

Number of Batches to be Approved: 1

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	9999101001	9999101001	3	600.00

« Previous

Confirm





# CLOSE BUSINESS DAY

## OTCnet Approve a Batch - CCS (4 of 4)



### Batch List

Batch : 10F3F7CE-EF88-48E5-B9D9-A34B56936F1

Date: 2/24/12 4:19PM

Printed By: Agency Aatesa

OTC Endpoint: 9999101001 - 13 FMC TX

ALC + 2: 9999101001

Processing Method: Customer Present

IEY - (S)Status: (A)Approved, (V)Void, (T)Type: (P)Personal, (N)NonPersonal

S	T	IRN	Capture Date Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields
V	P	150917770221100000723	2/13/12 2:27PM	256074974	88888921	0728	\$400.00	GSN : 212112211
A	P	150917770221100000722	2/13/12 2:26PM	256074974	88888921	0728	\$300.00	GSN : 545445544
A	P	150917770221100000721	2/13/12 1:12PM	256074974	88888921	0728	\$200.00	GSN : 878778787
A	P	150917770221100000720	2/13/12 12:58PM	256074974	88888921	0728	\$100.00	GSN : 123456798

Sub Total: Count: 3 Amount: \$600.00  
OTC Endpoint Total: Count: 3 Amount: \$600.00  
Grand Total: Count: 3 Amount: \$600.00

- Confirm that the batch list has been printed.
- The batch list will serve as negotiable instruments until cleared with a Deposit Ticket from OTCnet.

DDS Transmission in progress...

DDS Transmission completed!

### Approve Batch

1 2 3 4

#### Approve Batch

##### Batch Report

OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Void Item Count
9999101001	13 FMC TX	9999101001	10F3F7CE-EF88-48E5-B9D9-A34B56936F1	aaateo01	02/13/2012 12:55:33 PM ET	4	1000.00	3	600.00	1

Cancel

Confirm Report Print To Approve

### Approve Batch

#### Approve Batch

Batches has been Approved

Number of Batches Approved: 1

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
10F3F7CE-EF88-48E5-B9D9-A34B56936F1	9999101001	9999101001	3	600.00

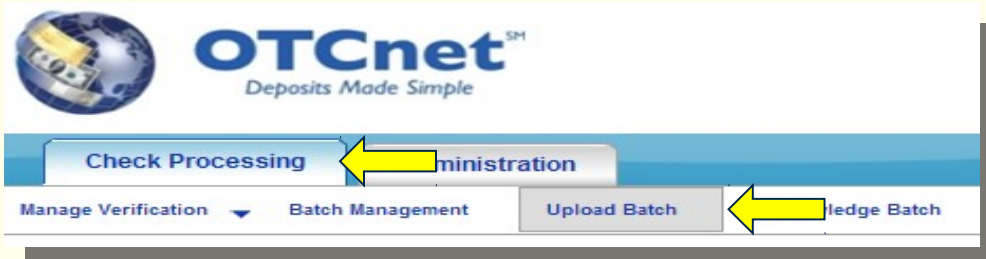
Return to Batch Summary

Return Home



# CLOSE BUSINESS DAY

## OTCnet UPLOAD a Batch OFFLINE - CCS (1 of 2)



Uploading a batch can only occur when a batch is in "Approved" status.

Select Batch(es) to Upload

<<First<Prev 1 Next>Last>>| 1 out of 1 pages | 1 to 1 out of 1 records | 15 ▾

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status	Active Flag
<input checked="" type="checkbox"/>	A4547FA6-F	abagra01	0000883001	0000883001	2/21/2012 8:49:15 PM	2	45.00	APPROVED	✓

Cancel Upload Batch

Review the Batch(es) to be Uploaded

Batches to be Uploaded

Number of Batches to be Uploaded: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	APPROVED	✓

Previous Cancel Submit



# CLOSE BUSINESS DAY

## OTCnet UPLOAD a Batch OFFLINE - CCS (2 of 2)

This action requires online authentication. Please provide your online password below.

Online User ID: abagra02

Online Password:

••••••••

Login

Cancel

As this process communicates with the OTCnet server, the Offline application will prompt the CCS to enter his/her Online password

### Batch Upload

Synchronize with Secondary Storage was successful.(batch A4547FA6-FB67-4CE7-970F-E4B729A74963)  
batch upload for A4547FA6-FB67-4CE7-970F-E4B729A74963 started  
Batch A4547FA6-FB67-4CE7-970F-E4B729A74963 is sent successfully  
Task completed successfully  
Please Close to continue.

100% Complete

Close

### Upload Batch Confirmation

#### Batches that have been Uploaded

Number of Batches that have been successfully Uploaded: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	SENT	✓

#### Batches that failed to Upload

Number of Batches that failed to Upload: 0

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
----------	---------	--------------	---------	------------	------------------	--------------	--------	-------------

Return Home



# CLOSE BUSINESS DAY

## OTCnet ACKNOWLEDGE a Batch OFFLINE (1 of 2)

Check Processing Administration

Manage Verification Batch Management Upload Batch Acknowledge Batch

Select Batch(es) to Acknowledge

<<First<Prev 1 Next>Last>>| 1 out of 1 pages | 1 to 1 out of 1 records | 15

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status	Active Flag	U
<input checked="" type="checkbox"/>	A4547FA6-FB67	abagra01	0000883001	0000883001	2/21/2012 8:49:15 PM	2	45.00	SENT	✓	1

Cancel Acknowledge Batch

Review the Batch(es) to be Acknowledged

Batches to be Acknowledged

Number of Batches to be Acknowledged: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	SENT	✓

Previous Cancel Submit



# CLOSE BUSINESS DAY

## OTCnet ACKNOWLEDGE a Batch OFFLINE - CCS (2 of

This action requires online authentication. Please provide your online password below.

Online User ID: abagra02

Online Password:

••••••••

Login

As this process communicates with the OTCnet server, the Offline application will prompt the CCS to enter his/her Online password

### Batch Acknowledgement

Task started  
Complete: A4547FA6-FB67-4CE7-970F-E4B729A74963  
Task completed successfully  
Please Close to continue.

Close

The Acknowledge Batch Confirmation page appears with the batch details of which batches successfully / failed to upload. Click "Return Home"

### Acknowledge Batch Confirmation

#### Batches that have been Acknowledged

Number of Batches that have been successfully Acknowledged: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	ACKNOWLEDGED	✓

#### Batches that failed to Acknowledge

Number of Batches that failed to Acknowledge: 0

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
----------	---------	--------------	---------	------------	------------------	--------------	--------	-------------

Return Home





# CLOSE BUSINESS DAY

## Confirm Cashier's DD 1081 (1 of 3)

Issuing User Id:

Receiving User Id/Site:

Issuing User Site:

Name of Receiver:

Name of Issuer:

☒ Return  
☐ Advance

☐ Partial  
☒ Full

Generate Voucher

**STEP 2** →

Confirm

Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:		1,500.00		1,510.00
1	2 U.S. Dollars:			1,500.00	
	3 Foreign Curr(U.S. Equivalent):			10.00	
	4 Military Payment Certificates:				
2	5 Collections:				
3	6 Deposits:				
4	7a NI: Treasury Checks:				
	7b Military Payment Orders:				

Business Day:

Sequence Number:

Forms

Information: Incoming DD1081 must be processed

**STEP 1** →

OK



## Confirm Cashier's DD 1081 (2 of 3)

User Id:  Currency Code:  Exchange Rate:

Denominations	Denom Value	Count	Amount
100 DOLLAR BILL	100	50	5,000.00
50 DOLLAR BILL	50	80	4,000.00
20 DOLLAR BILL	20	45	900.00
10 DOLLAR BILL	10	2	20.00
5 DOLLAR BILL	5	1	5.00
2 DOLLAR BILL	2		
1 DOLLAR BILL	1		
1 DOLLAR COIN	1		
50 CENTS	.5		
25 CENTS	.25		
10 CENTS	.1		
5 CENTS	.05		

Total Currency Amt:  Total US Equiv:

OK  Cancel

4



## Confirm Cashier's DD 1081 (3 of 3)

- **Verify that all negotiable instruments for the day are showing against the batch list.**
- **Click on “OK.”**



# CLOSE BUSINESS DAY

## Finalize the Cashier's DD 2665

User Code: CA1 Date of Last DD2665: 01/17/2012 A Generate System Vouchers  
Name: CASHIER CASHIER Business Date: 01/18/2012 A Finalize Report  
Refresh

SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

LINE NO.	TODAY	CUMULATIVE
1. Accountability -- Beginning	.00	.00
2. Advances	.00	.00
a. Cash		

- The cashier should **NEVER** finalize.
- The DA should always finalize for the cashier (after confirming the cashier's DD1081 return in DDS).

Cash Item

Curr Code	Amount
F1	
FC	
US	

Negotiable Instruments

Curr Code	Amount
F1	
FC	

Prepositioned Treasury Checks  
Negotiable Instruments -- US

OK Cancel Ignore

- The DA will always choose "Ignore."

- The DA will print and replace the cashier's trial DD Form 2665.

DAILY AGENT ACCOUNTABILITY SUMMARY				1. DATE
				01/18/2012 A
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS				
a. LINE NO.	b. DESCRIPTION	c. TODAY	d. CUMULATIVE	
(1)	ACCOUNTABILITY - BEGINNING			
(2)	ADVANCES a. CASH			
(3)	VOUCHERED COLLECTIONS			
			100.00	100.00



# CLOSE BUSINESS DAY

## Create the SF 215 Deposit Ticket for SALES

- Deposit will be processed once all cashiers have returned their day's business.

- Deposit ticket number comes from your excel spreadsheet

Always print and then generate to XML in DDS\*\* The .XML will be submitted to FRBB\*\*

STANDARD FORM 215 (Rev. 9-78) PRESCRIBED BY DEPT. OF THE TREASURY 17FHS-3000				DEPOSIT TICKET		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE	
TICKET NUMBER		DATE PRESENTED OR MAILED TO BANK MM DD YY		8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)		AMOUNT	
(1)	1	(2)	031813	(3)	0008850-0	(4)	200.00

SINGLE SPACE ALL ENTRIES ON THIS LINE  
USE NORMAL PUNCTUATION-OMIT \$ SIGN






# CLOSE BUSINESS DAY

## Retrieve the OTCnet Deposit Ticket SF 215 (1 of 2)

February 24, 2012    Home | My Profile | Training | Print | Help | Log Out

 **OTCnet**<sup>SM</sup>  
Deposits Made Simple

Online Application    Connection Status: **Online**

Welcome, Agency Aateaa

Check Processing    Administration    **Reports**    Check Processing Reports

### View Check Processing Reports

Please select the Check Processing report you would like to view.

- ▼ **Business Reports**
  - CIRA CSV Report
  - Agency CIRA Report
  - LVD Contents Report
  - Organization Hierarchy Report
  - 215 Deposit Ticket Report**
  - 5515 Debit Voucher Report
- ▼ **Administration Reports**
  - FMS Statistical Report

**The CCS must have MVD Viewer or Reports Viewer in order to access the "Reports" tab in OTCnet.**



# CLOSE BUSINESS DAY

## Retrieve the OTCnet Deposit Ticket SF 215 (2 of 2)

### 215 Deposit Ticket Report

Run once daily and covers all items settled that business day.  
Click [here](#) to review your previously generated report.

#### Report Filters

##### Start Date

From:

02/24/2012

To:

02/24/2012

Report Format:

HTML

Include Subordinate OTC Endpoint:

☒ Yes ☐ No

**Deposit Tickets in  
OTCnet are only  
accessible for 45  
days.**

WebFOCUS Viewer - Windows Internet Explorer

PLEASE CHECK THE <http://www.fms.treas.gov/otcnetindex.html> WEBSITE FOR CURRENT INFORMATION ON THE OTCNET PROGRAM

### 215 Deposit Ticket Report

Generated: 11/19/2010 6:24:23 PM ET  
From Date: 11/01/2010  
To Date: 11/15/2010

215 - Deposit Ticket			
OTC Endpoint: L3FRB STL	Deposit Ticket No: 000018	Fiscal Agent: FRB Cleveland	Settlement
Date: 11/01/2010			
Cashier ID	Transaction Date	Summary Count	Summary Amount
215 - Detail			
OTC Endpoint: L3FRB STL	Description: Level 3 Agency-FRB St. Louis	ALC+2: 0000107125	
otcnf67	10/26/2010	4	\$1,221.00
otcnf67	10/27/2010	2	\$1,109.00
otcnf67	10/29/2010	2	\$401.00
Total ALC: 0000107125		8	\$2,731.00

Page 1 of 1

Internet 75%



# CLOSE BUSINESS DAY

## Collection Information Repository (CIR)

■ The Collection Information Repository (CIR) is an Financial Management Service (FMS) -wide transaction broker, data warehouse, and reporting solution that provides Trading Partners and the FMS with a single touch point to exchange all financial transaction information across all collection systems.

- Transactions reported by financial institutions and FRB's are available in CIR within 1 or 2 days after reporting by the depository
- Use of CIR as a tool for reconciliation is mandatory for all disbursing offices within the Department of Defense
- CIR will report all Debit Vouchers and Deposit



# CLOSE BUSINESS DAY

Log-on to CIR

<https://cir.fiscal.treasury.gov>

**CIR** COLLECTIONS INFORMATION REPOSITORY  
BUREAU OF THE FISCAL SERVICE

Home News Getting Started Training & User Support File Transmission Common Questions Feedback Help

Links to commonly used information

## What's New?

Learn about the new CIR URL and navigation changes...

About Accessibility Statement Privacy Policy Notices & Agreements Contact



# CLOSE BUSINESS DAY

## Download a Voucher Report in CIR (1 of 7)

Home

Click on Reports

REPORTS SECURITY MANAGEMENT JOSEPH

Welcome

**CIR** COLLECTIONS INFORMATION REPOSITORY  
BUREAU OF THE FISCAL SERVICE

Joseph Myrda

You are now logged on to the CIR application.  
Today is Thursday, October 23, 2014 11:13:35 AM EDT  
You last signed in Wednesday, October 15, 2014 8:58:29 AM EDT  
Number of failed login attempts since last successful login: 0

About Accessibility Statement Privacy Policy Notices & Agreements Release Information News Training & User Support Forms

Contact

100% 11:14 AM 10/23/2014





# CLOSE BUSINESS DAY

## Download a Voucher Report in CIR (2 of 7)

https://www.cir.fiscal.treasury.gov/cir/bo.jsp

Welcome: JMYRD500 | Applications | Preferences | Help menu | Log off

Home Documents

**My Recently Viewed Documents**

- Voucher Report\_V2
- Plastic Card Summary Report
- Voucher Classification Report by Voucher Date
- Fedwire Message Summary Report\_V2
- ACH Credit Summary Report\_V2
- ACH Credit Download Report

**My Recently Run Documents**

No recently run documents

**\*\*\* CIR Message \*\*\***

**Welcome to the new Reports Home Page**

The reports you have run recently are shown in the box on the left.

Your scheduled reports are shown below.

Click the **Documents** tab in the upper left corner to see all the reports available to you.

**0 unread messages in My Inbox**

No unread messages

See more...

Click on Voucher Report\_V2

11:15 AM 10/23/2014



### Download a Voucher Report in CIR (3 of 7)

Click on "Refresh Values", enter the desire "Business Date Period" and move to designated block.

Select "One or More ALC's..." Only your ALC (DSSN preceded by 0000) should be available Highlight your ALC then click the arrow to move it to the next box.

Use arrow buttons to add and remove

Window will default to "Previous Business Day" Click Refresh Values to change, you can then select the timeframe to search.



# CLOSE BUSINESS DAY

## Download a Voucher Report in CIR (7 of 7)

Debit Voucher or Deposit Ticket Number

Click on the debit voucher or deposit ticket you want to review

Agency Location Code (ALC)

Date of Deposit

FRB Reporting Transaction

Transaction Amount "red" denotes a negative amount

Transaction type: Debit Voucher or Deposit Ticket

Generated: Oct 23, 2014 11:34:15 AM

### Collections Information Repository (CIR)

**Search Criteria:**  
Business Date Period: 6. Select Business Date Range  
ALC: 00008748  
ALC Group/Individual ALCs  
Preliminary Vouchers: N  
Deposit Date: Between 10/16/2014 and 10/18/2014

**Sort Order:**  
Business Date, ALC, Voucher Type

**Report Summary**

Preliminary Indicator	Total Credit Amount	Debit Amount	Total Net Amount	Total Credit Count	Total Debit Count	Total Count of Vouchers
N	\$538,262.39	\$218,165.18	\$320,097.21	19	13	32

**Vouchers**

Voucher Number	Voucher Date	Ord Ind	Voucher Amount	Voucher Type	CAN	ABA	Dep Date	Business Date	Reporting Program/Subprogram	Fin Trans Count	Agency Account ID	Corrective Type
955122	10/15/2014	Y	\$92,681.69	215	000411	011000015	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
955123	10/16/2014	Y	\$87,637.75	215	000411	011000015	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
955170	10/14/2014	Y	\$2,607.46	215	000411	011000015	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
955412	09/25/2014	Y	\$19,192.17	215	000411	011000015	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
955429	10/15/2014	Y	\$45,371.82	215	000411	011000015	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
955476	10/16/2014	Y	\$110,071.68	215	000411	011000015	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
955521	10/16/2014	Y	\$32,691.99	215	000411	011000015	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
955534	10/16/2014	Y	\$12,863.78	215	000411	011000015	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
955777	10/16/2014	Y	\$24,631.23	215	000411	011000015	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
955907	10/16/2014	Y	\$36,745.31	215	000411	011000015	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
142433	10/16/2014	N	\$5,000.00	5515	00008748	061000146	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
142767	10/16/2014	N	\$53,903.92	5515	00008748	061000146	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
142928	10/16/2014	N	\$2,449.08	5515	00008748	061000146	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
143018	10/16/2014	N	\$593.73	5515	00008748	061000146	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
143063	10/16/2014	N	\$3,034.00	5515	00008748	061000146	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
143214	10/16/2014	N	\$2,342.14	5515	00008748	061000146	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
143430	10/16/2014	N	\$8,924.22	5515	00008748	061000146	10/16/2014	10/16/2014	SVC:EagleCash	0		Original
000882	10/17/2014	Y	\$650.00	215	00008748	041036033	10/17/2014	10/17/2014	OTCnet E-Check Deposit	1		Original
000883	10/17/2014	Y	\$13,030.60	215	00008748	041036033	10/17/2014	10/17/2014	OTCnet E-Check Deposit	8		Original
955124	10/16/2014	Y	\$15,541.59	215	00008748	011000015	10/17/2014	10/17/2014	SVC:EagleCash	0		Original
955173	10/16/2014	Y	\$340.00	215	00008748	011000015	10/17/2014	10/17/2014	SVC:EagleCash	0		Original
955431	10/16/2014	Y	\$911.16	215	00008748	011000015	10/17/2014	10/17/2014	SVC:EagleCash	0		Original
955477	10/16/2014	Y	\$17,664.35	215	00008748	011000015	10/17/2014	10/17/2014	SVC:EagleCash	0		Original

Voucher Report

Page 1 of 1

100%

< 1 minute ago

11:34 AM 10/23/2014

85



## Create the Deposit Ticket for CHECKS and ONLY be done after a

From Date: 12/01/2009 To Date: 12/31/2009

**Select "attach checks" and select the appropriate checks for that deposit ticket**

**Select “attach checks” and select the appropriate checks for that deposit ticket**

- A deposit ticket for checks **WILL ONLY** be done after a deposit ticket for that batch is posted in OTCnet and CIR.
- Use the deposit ticket number and date from the **deposit ticket posted in OTCnet.**





# CLOSE BUSINESS DAY

## Create the SF 5515 Debit Voucher for Loan

DDS [CIN-51758990] - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements  
Collections  
Deposit  
Debit Voucher  
Loss of Funds  
Deferred Voucher

\*Debit From  
☐ US Treasury  
☐ LDA  
☒ SVC Loans  
☐ Navy Marine Cash

\*Curr Code:  \*Debit Voucher:  \*Date:

\*Amount:  \*Debit Type  
☒ NI ☐ Cash

Exchange Rate:

Input Check

Search By

\*NI Number:  \*NI Date:

☒ Person ☐ Institution

\*Last Name \*First Name MI \*SSN Fees

0.00

Selected Checks

NI Number	NI Date	Amount	Curr Code	Exchange Rate	US Equivalent	Name
1234567	03/25/2013	1000.00	US	1	1000.00	MERCIE N PALM

- Debit voucher will be created once all cashiers have closed for the day.
- Debit voucher number comes from your excel spreadsheet

**\*\*Always print and then generate to XML in DDS\*\*** The .XML will be submitted to FRBB\*\*

STANDARD FORM 5515 (Rev. 9-78)  
PRESCRIBED BY DEPT. OF THE TREASURY  
517415-3000

DEBIT VOUCHER

DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE

VOUCHER NUMBER	DATE PRESENTED OR MAILED TO BANK M M Y Y D D	6-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 25896	(2) 031325	(3) 0008850-0	(4) 1,000.00

SINGLE SPACE ALL ENTRIES ON THIS LINE  
USE NORMAL PUNCTUATION-OMIT \$ SIGN





# CLOSE BUSINESS DAY

## Voucher Control Log DD 2659

Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account  
Remote File Transfer

DD 2665 - Daily Agent Accountability Summary  
DD 2657 - Daily Statement of Accountability  
**DD 2659 - Voucher Control Log**  
DD 2664 - Currency Exchange Record

VOUCHER CONTROL LOG

DD 2659

\*Date: 12/02/2009 A

\*Site: 10001 ALPHA DETACHMENT

OK Cancel

VOUCHER CONTROL LOG

Site Id: 10001

4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE a. CASH b. CHECK c. EFT d. OTHER	1. DISBURSEMENTS 2. COLLECTIONS XXXX	3. DATE 12/02/2009 A
010002	COLL	10.00	X		
Site Total		10.00			

The voucher Control Log is used to list ALL vouchers in voucher number order for the entire site ID. FMST users must print their own DD Form 2659.

Site Id: 10001

4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE a. CASH b. CHECK c. EFT d. OTHER	1. DISBURSEMENTS 2. COLLECTIONS XXXX	3. DATE 12/02/2009 A
201001	CAMEL DEPOT	200.00	X		



# CLOSE BUSINESS DA

## DA's Return DD 1081

Issuing User Id: JCK Receiving User Id/Site: **000001**

Issuing User Site: 10001 Name of Receiver: SITE ACCOUNTABILITY 00001

Name of Issuer: JAMES C KELLEY

☒ Return ☐ Partial ☒ Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:	.00	1,010,356.41	.00	1,219,251.03
1	2 U.S. Dollars:	.00	.00	.00	.00
	3 Foreign Curr (U.S. Equivalent):	.00	.00	.00	.00
	4 Military Payment Certificates:	.00	.00	.00	.00
2	5 Collections:	107,894.62	.00	.00	.00
3	6 Deposits:	.00	.00	.00	.00
4	7a NI: Treasury Checks:	.00	.00	.00	.00
	7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 12/02/2009 Sequence Number: 2

- All agent's outstanding 1081's must be confirmed before the DA can create their 1081.

- The DA must count their vault and balance against the DDS vault ledger.

- The DA should **NEVER** return all of their US or FC unless the site is being closed down for good.

SEQUENCE # 2	STATEMENT OF AGENT OFFICER'S ACCOUNT	12/03/2009 12:22:32
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number)



# CLOSE BUSINESS DAY

## Finalize the DD 2665

User Code:  Date of Last DD2665:

Name:  Business Date:

SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

LINE NO.		TODAY	CUMULATIVE
1.	Accountability -- Beginning	1,218,141.03	1,010,256.41
2.	Advances	100.00	100.00
	a. Cash	<input type="text" value="100.00"/>	
	b. Prepositioned Checks	<input type="text"/>	
	c. Other	<input type="text"/>	
3.	Voucher Collections	10.00	107,894.62
4.	Treasury Check Issues	.00	.00
	a. Vouchered	<input type="text"/>	
	b. Other	<input type="text"/>	
5.	Transfers from Other Disbursing Officers		100,000.00
6.	Exchange Gain		
7.	Other		

Page: 1

- The DA must finalize all agent's 2665's prior to finalizing theirs.
- It should only be finalized after completing the DD Form 1081.
- If it is finalized prior to, the DA will not be able to forward the day's business to the DDO without first opening a new business day.

DAILY AGENT ACCOUNTABILITY SUMMARY							1. DATE		12/02/2009 A	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS										
a. LINE NO.		b. DESCRIPTION					c. TODAY		d. CUMULATIVE	
(1)		ACCOUNTABILITY - BEGINNING					1,218,141.03		1,010,256.4	
(2)		I	ADVANCES	a. CASH	100.00	b. PREPOSITIONED CHECKS	c. OTHER	100.00	100.0	
(3)		N	VOUCHERED COLLECTIONS					10.00	107,894.62	



# CLOSE BUSINESS DAY

## Create the MILPAY Interface File

The screenshot shows the 'Milpay Interface' dialog box with the following fields and buttons:

- \*Input Source: ☐ (indicated by a yellow arrow)
- \*Cycle Number: ☐ (indicated by a yellow arrow)
- OK button (indicated by a yellow arrow)
- Cancel button

Below the dialog box is a 'Select A Directory' window showing a file tree. The 'OK' button at the bottom of this window is also indicated by a yellow arrow.

This process can only be performed by the DA after the business date is closed, but before opening the next business date, otherwise the "Milpay Interface" tab will be Input Source code and Cycle number come from Pay Support.

*For FMST missions, the cashier must create the file once the business day has been closed.*

The screenshot shows the '\*Filename:' field in the dialog box, which contains the text: C:\DOCUMENTS AND SETTINGS\JAMES\_KELLEY\DESKTOP. A yellow arrow points to the OK button at the bottom of the dialog box.



# CLOSE BUSINESS DAY

## Remote File Transfer (RFT) (1 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account  
Remote File Transfer  
DD 2665 - Daily Agent Accountability Summary  
DD 2657 - Daily Statement of Accountability

Create Data Disk for Transfer Retrieve Data From Disk

1 368TH FMCO  
Include Office Checks

Create data Disk

OK Cancel

\*\*\* Please choose a SITE ID... then press the OK button \*\*\*

Transfer to storage

- DDS defaults to the "Create Data Disk for Transfer."
- Select the appropriate "Site Id" that DDS should be transferring to.
- Select "OK" to generate the RFT file.
- Select "Yes" to transfer to another site.

Question

Create File for Transfer to another Site?

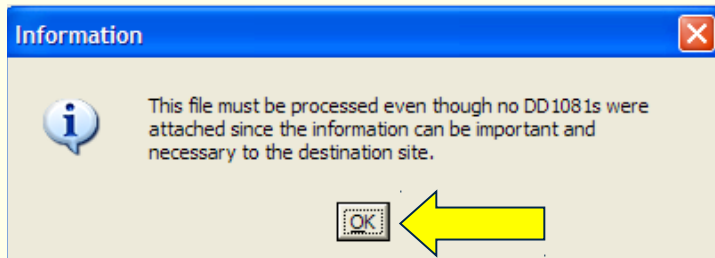
Yes No





# CLOSE BUSINESS DAY

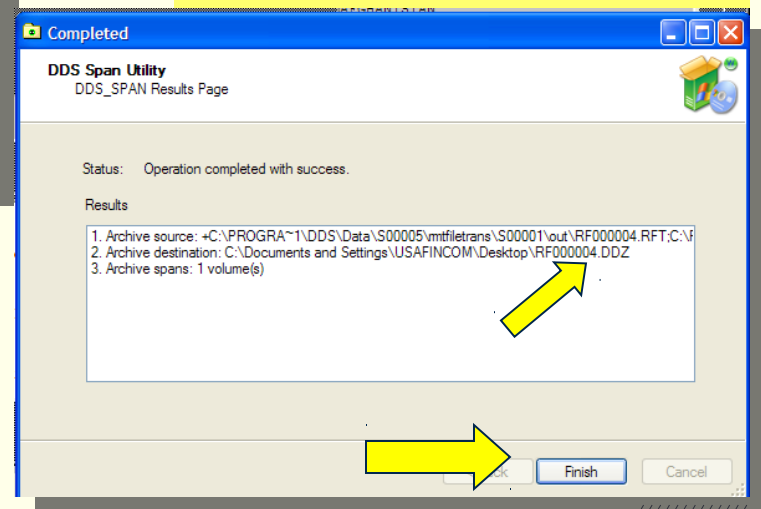
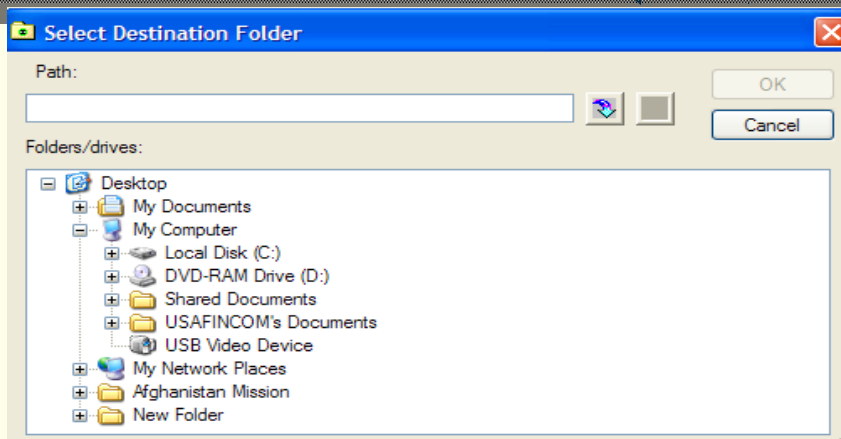
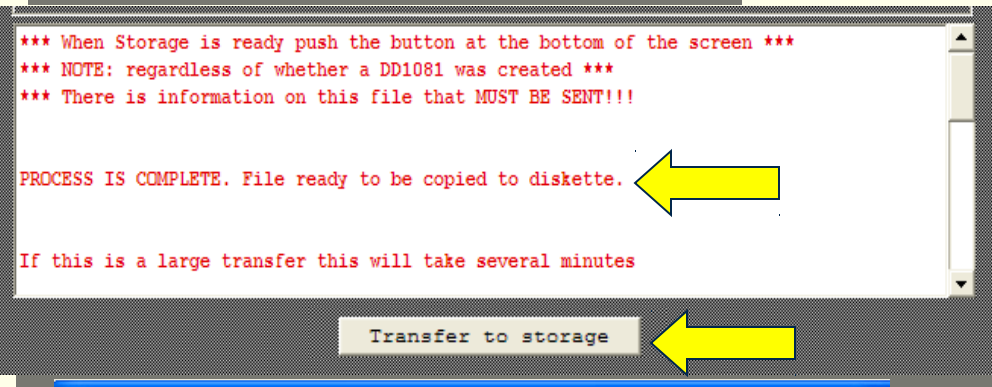
## Remote File Transfer (RFT) (2)



Message will appear if no 1081 was done

- Once generated, the remarks window will state that the file has been created, and the "Transfer to storage" button will become enabled.

- Select the "Transfer to storage" button, and place in the folder where the RFT files will be maintained.





# CLOSE BUSINESS DAY

## Retrieve an RFT (1 of 2)

Create Data Disk for Transfer

Retrieve Data From Disk

Transfer in File

File Path Name:

REMOTE SITE 5 - KANDAHAR DA  
KANDAHAR FINANCE OFFICE

Retrieve Data

Ok Cancel

\*\*\* Please press the transfer in File button... to locate file for Retrieval \*\*\*

- Click the “Retrieve Data From Disk” tab.
- Click “Transfer in File” to bring the file in.
- Select the location of the RFT.

DDSpan

DDS Span Utility  
DDS Span progress

Span Progress:

(0 / 100%)

< Back Next > Cancel

Select archive source

Path:

Folders/drives:

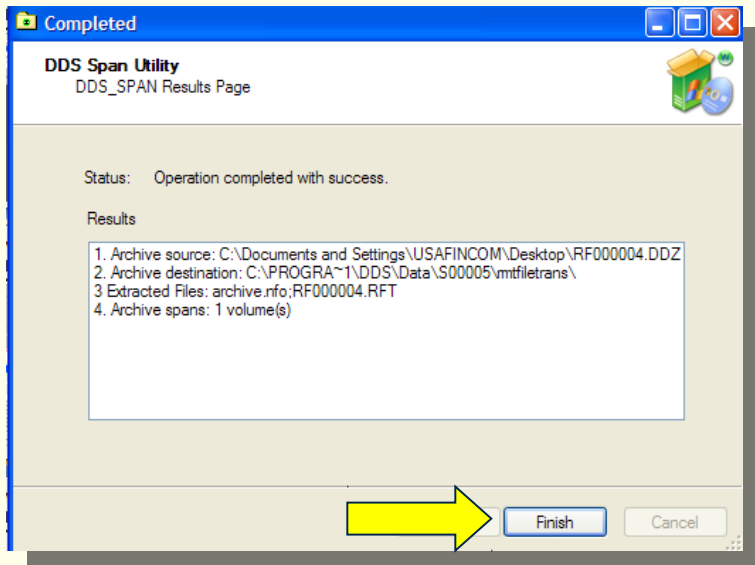
- Desktop
- My Documents
- My Computer
- Local Disk (C:)
- DVD-RAM Drive (D:)
- Shared Documents
- USAFINCOM's Documents
- USB Video Device
- My Network Places
- Internet Explorer
- Afghanistan Mission

OK Cancel



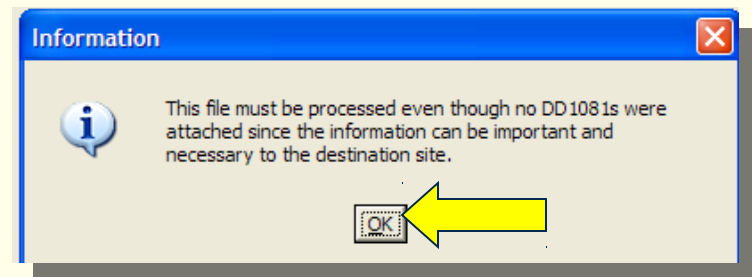
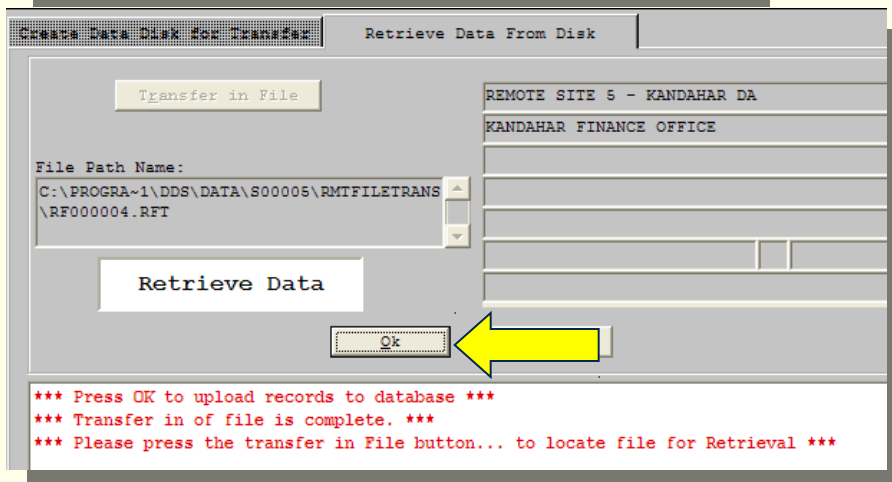
# CLOSE BUSINESS DAY

## Retrieve an RFT (2 of 2)



Once the file has been brought in, select "Ok" to upload the file into DDS.

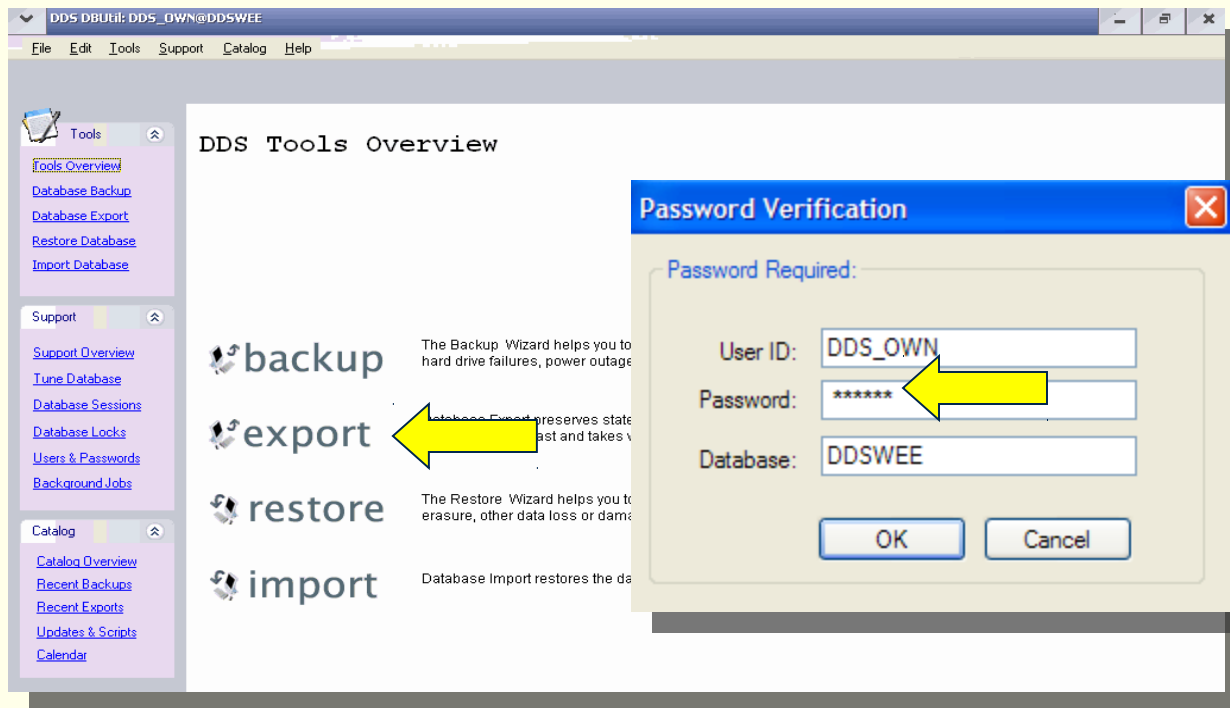
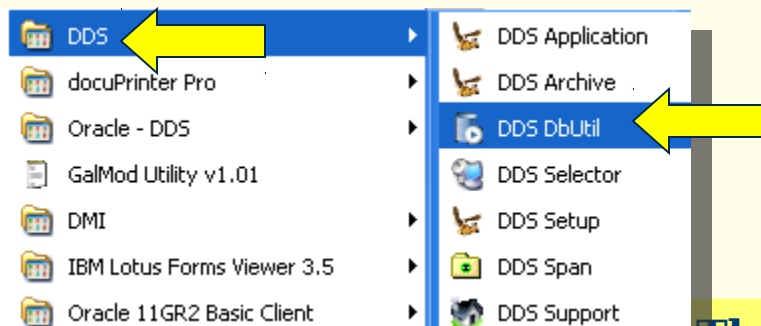
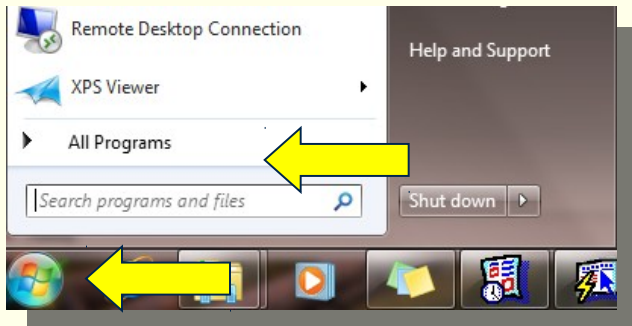
- Once uploaded, the DA will be able to accept the DD Form 1081. \*\*The RFT may have only admin data, and no DD Form 1081.\*\*





# CLOSE BUSINESS DAY

## Create an Export (1 of 2)



The password is  
**"TEST01"** and all  
other information  
should already be  
prefilled.



# CLOSE BUSINESS DAY

## Create an Export (2 of 2)

DDS\_dbUtil: DDS\_OWN@DDSWEE Version: 4.2.3.6

File Edit Tools Support Catalog Help

Tools

- Tools Overview
- Database Backup
- Database Export
- Restore Database
- Import Database

Support

Catalog

- Catalog Overview
- Recent Backups
- Recent Exports
- Updates & Scripts
- Calendar

### Database Export Screen

DDS Export: exp\_8850\_00001\_20121115154216.ddz FileSize: 5.49 MB  
Created: 11/15/2012 16:40:50

DDS Export: exp\_8850\_00001\_20121114152944.ddz FileSize: 5.47 MB  
Created: 11/14/2012 16:31:12

DDS Export: exp\_8850\_00001\_20121113171619.ddz FileSize: 5.44 MB  
Created: 11/13/2012 18:17:52

DDS Export: exp\_8850\_00001\_20121101161821.ddz FileSize: 5.40 MB  
Created: 11/01/2012 16:19:59

Oracle Database export

Exporting Database

Please Wait...

Cancel

Oracle Database export

Export Completed

OK

Start New Export

Destination: c:\documents and settings\john\_currant\desktop\ddo after setup 7.220.2 export

Free Space: 186 Gb

Browse

Ready 4/9/2013 17:07:14

- Browse to the location you would like to save the export.
- An export should be done at least DAILY





# CLOSE BUSINESS DAY

## Business Sequence Example From DA to DDO (1 of 2)

- DD Form 1081 (with RFT # in upper right hand corner)
- DD Form 2665
- Deposit Ticket for OTCnet
  - DDS Deposit Ticket
  - DDS Check Listing
  - OTCnet Deposit Ticket
  - Batch-List
- Deposit Ticket for EagleCash
  - DDS Deposit Ticket
  - DDS Sales Listing
  - Sales Reports



# CLOSE BUSINESS DAY

## Business Sequence Example From DA to DDO (2 of 2)

### ■ Debit Voucher for EagleCash

- DDS Debit Voucher
- DDS Load Listing
- Load Reports

### ■ DD Form 2659 (Collections)

- All DD Forms 1131's in voucher number order

### ■ DD Form 2659 (Disbursements)

- All Disbursements in voucher number order
- DD Form 117 with DD Forms 1351-6
- DD Forms 1034

### ■ OF 1017-G (if any on hand)



# CLOSE BUSINESS DAY

## End of Day Checklist Example (1 of 2)

- ☒ Ensure Batch-Lists have been verified, uploaded and acknowledged for each cashier.
- ☒ Clear cashier's daily business. Ensure all documents are signed, and all dollar amounts are accurate. Confirm DD Form 1081 and finalize DD Form 2665.
- ☒ Ensure all TR files have been created and posted to EC-AKO (cashier and kiosk).
- ☒ Ensure Deposit Ticket from OTCnet has been printed and processed within DDS.
- ☒ Ensure deposit ticket for ECC sales was created in DDS and the next available number from the FRBB deposit ticket log was utilized.
- ☒ Ensure debit voucher for ECC loads was created in DDS and the next available number from the FRBB debit voucher log was utilized.
- ☒ Process Military Payment Interface file and forward to Military Pay on a TL along with copies of the DD Forms 117



# CLOSE BUSINESS DAY

## End of Day Checklist Example (2 of 2)

- ☒ Print DD Form 2659.
- ☒ Print vault ledger and verify funds currently on hand.
- ☒ Create, save and print DD Form 1081 to turn-in DA daily business to the DDO.
- ☒ Finalize and print DD Form 2665.
- ☒ Create a Remote File Transfer (RFT).
- ☒ Conduct a DDS back-up daily.
- ☒ Put daily business in order according to the DDO. Ensure all documents are complete and signed. Write RFT # in upper right corner on DD Form 1081.
- ☒ Scan daily business and forward to DDO clearing cell.
- ☒ Turn in original documents weekly or as directed by the DDO.





# MODULE 5 - CREATE AN FMST SITE



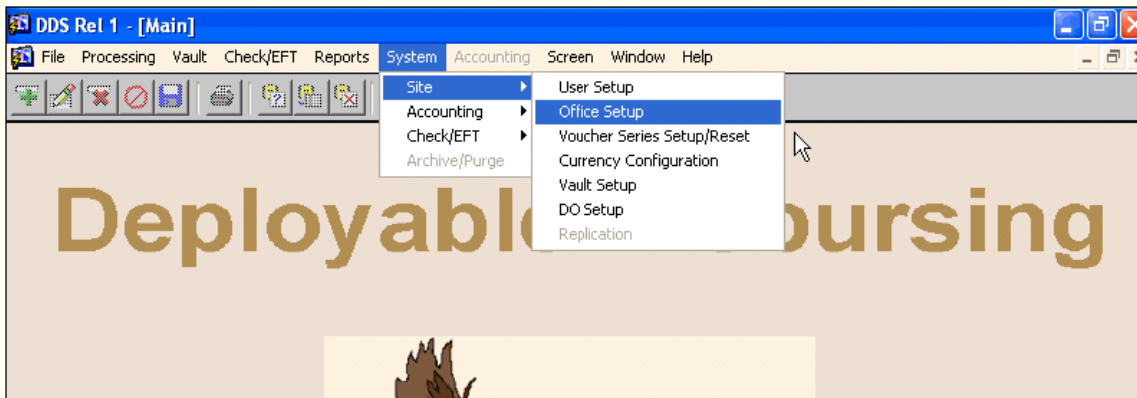




# CREATE AN FMST SITE

## Create a New FMST Site (1 of 12)

**Ensure to uninstall and reinstall DDS on the FMST laptop**



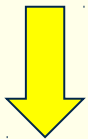
**From the MAIN site, create a new site**



# CREATE AN FMST SITE

## Create a New FMST Site (2 of 12)

Click NEW button



\*Parent Site Id: 00005 \*Site Id: SN: 8830  
\*Department of: ARMY ☐ Inactive

☐ Person ☒ Institution

Address  
☐ US ☐ Foreign

\*Actg Svc: STANFINS \*Actg Type: Integrated GLAC: ☐ ODS WCD: ☐  
\*Parent FSN/\*AAA: 012154 UIC: ☐

Phone:  Fax:  MILPAY Interface Type  
☒ EDA/MyPay ☒ Advice of Payment ☐ SSN on AOP ☐ PCC ☒ DJHS ☐ DJHRS

Active	Parent Site Id	Site Id	Site Type	Office Name
YES	00001	00005	REMOTE	REMOTE SITE 5 - KANDAHAR ED
	00005	11111		

Enter Site ID,  
Office Name,  
Address, phone  
and fax number  
Click Save

\*Parent Site Id: 00005 \*Site Id: 11111 Remote \*DSSN: 8830  
\*Department of: ARMY ☐ Inactive

☐ Person ☒ Institution

FST 1  
Address  
☐ US ☐ Foreign  
KANDAHAR

\*Actg Svc: STANFINS \*Actg Type: Integrated GLAC: ☐ ODS WCD: ☐  
\*Parent FSN/\*AAA: 012154 UIC: ☐

Phone:  Fax:  MILPAY Interface Type  
☒ EDA/MyPay ☒ Advice of Payment ☐ SSN on AOP ☐ PCC ☒ DJHS ☐ DJHRS

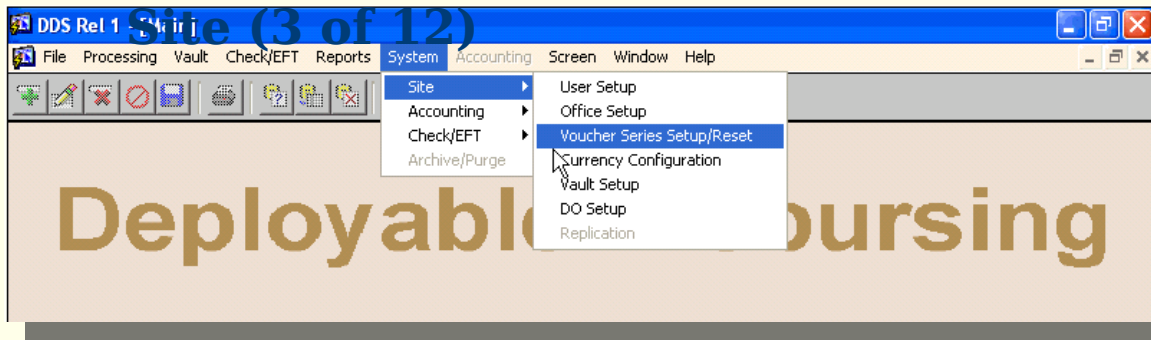
Forms  
FRM-40404: Database apply complete: 1 records applied.  
OK

Active	Parent Site Id	Site Id	Site Type	Office Name
YES	00001	00005	REMOTE	REMOTE SITE 5
YES	00005	11111	REMOTE	FST 1

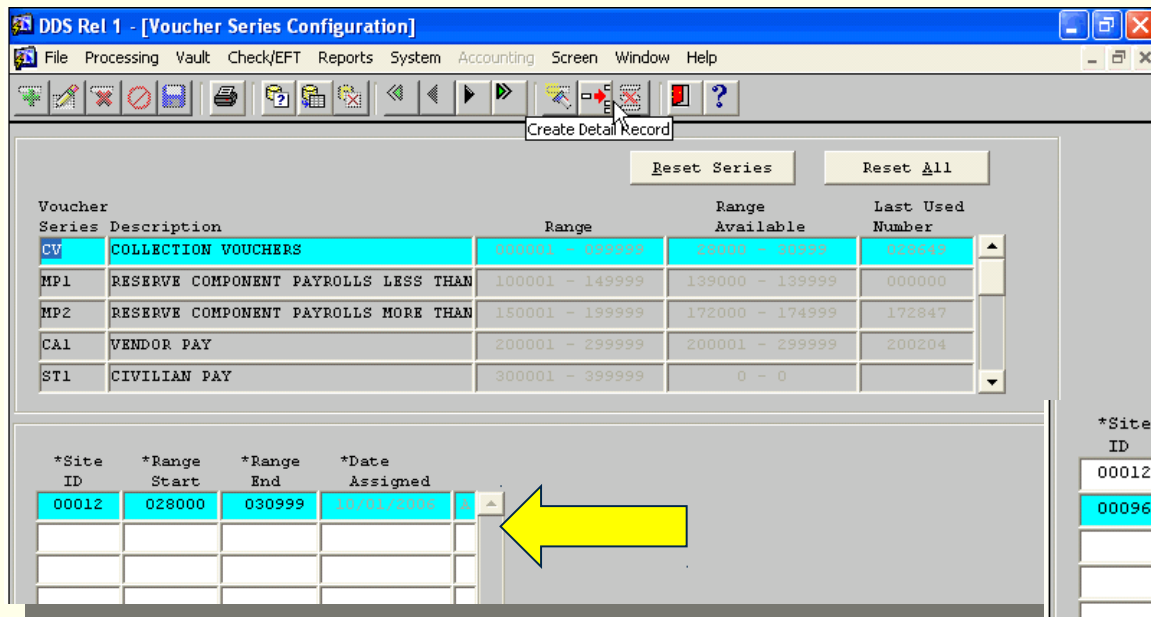


# CREATE AN FMST SITE

## Create a New FMST Site - Add Vouchers Series to New



The DA must identify how many vouchers of each "Voucher Series" that will be given to the FMST site.



*Site ID	*Range Start	*Range End	*Date Assigned
00012	028000	030999	10/01/2006
00096	028650	029649	03/18/2006

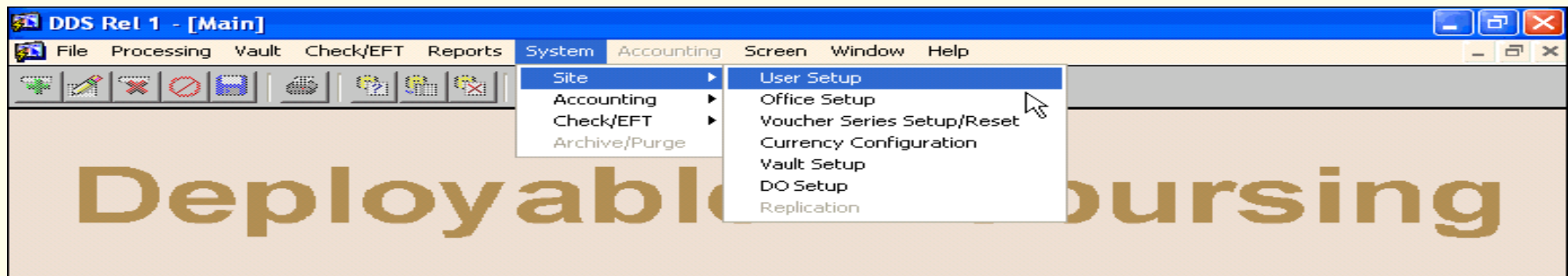


# CREATE AN FMST SITE

## Create a New FMST Site - Add Users to New Site (4 of 12)

**NOTE:** When creating a user for other sites (not the current site), create only ONE user per site. That user should be the person sending and receiving DD 1081s to/from the parent site.

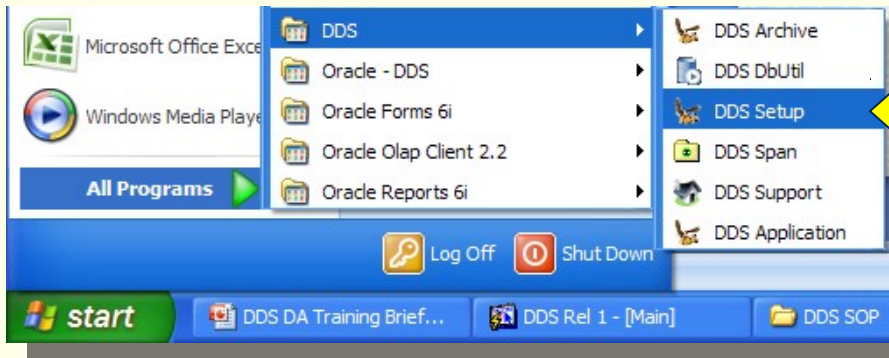
Best to create only ONE users with Deputy Agent, Open Business Day, and Admin Functions as a minimum for FMST. Once site is operation, then all other users can be added at this time (see slides 15-18) for example of DA, Admin, Certifier and Cashier.



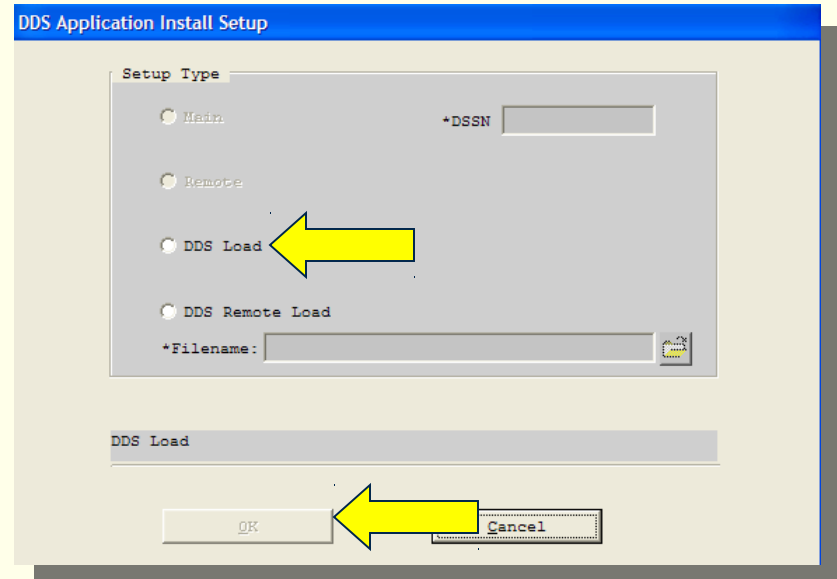
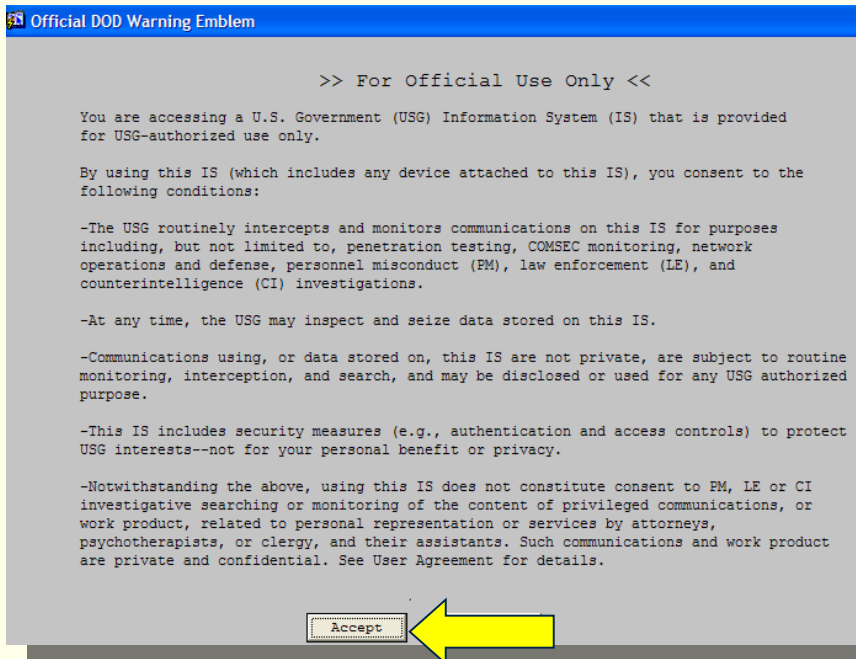


# CREATE AN FMST SITE

## Create a New FMST Site - Create Export File (4 of 12)



**The DA must be completely out of DDS in order to create an EXPDAT file.**







# CREATE AN FMST SITE

Create a New Installation

The DA must select the main site. **Do not** select the site that has not been created yet.

Create Site Export File (5 of 12)

Selection of Re-Entry Site

Site:

Installation Login

\*Site

\*User Code

\*Password

Use the DA's user code and password

Site Setup Menu

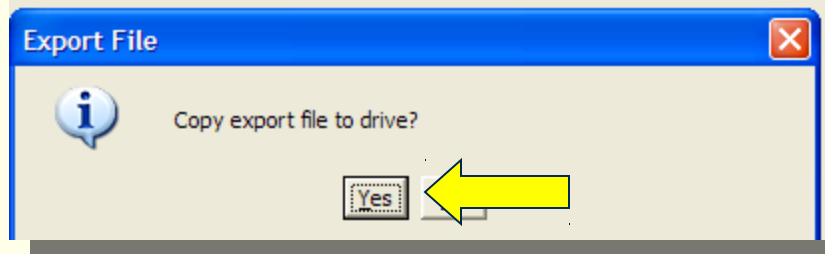
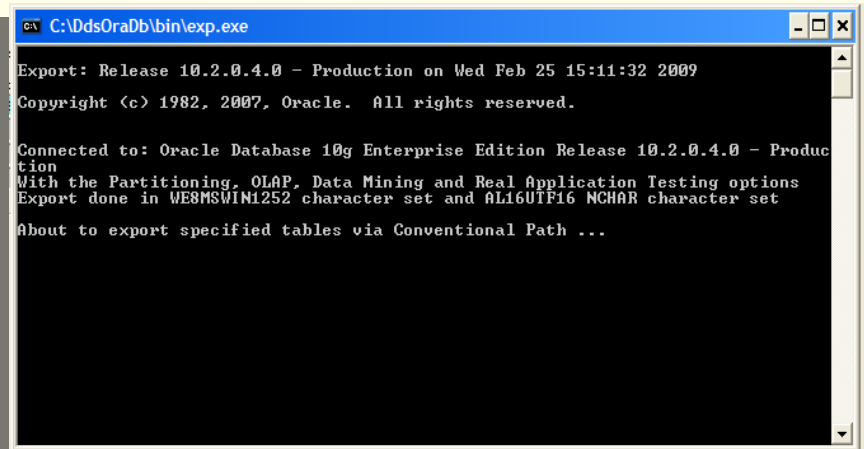
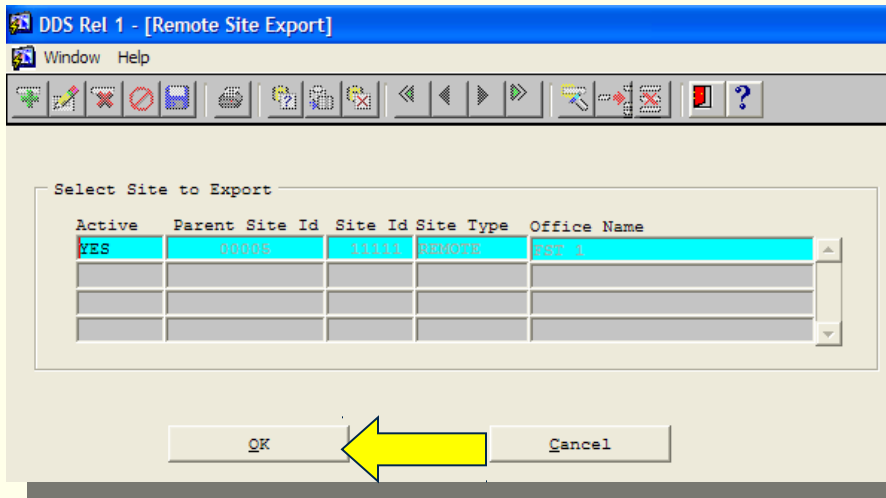
1. Disbursing Officer Setup	9. EFT Setup
2. Office Setup	10. U.S./Foreign Currency Check Configurati
3. Table Maintenance	11. Voucher Series Configuration
4. Accounting Setup	12. Balance Setup
5. Currency Configuration	
6. Default Accounting	
7. User Setup	
8. Vault Setup	

Menu selection:



# CREATE AN FMST SITE

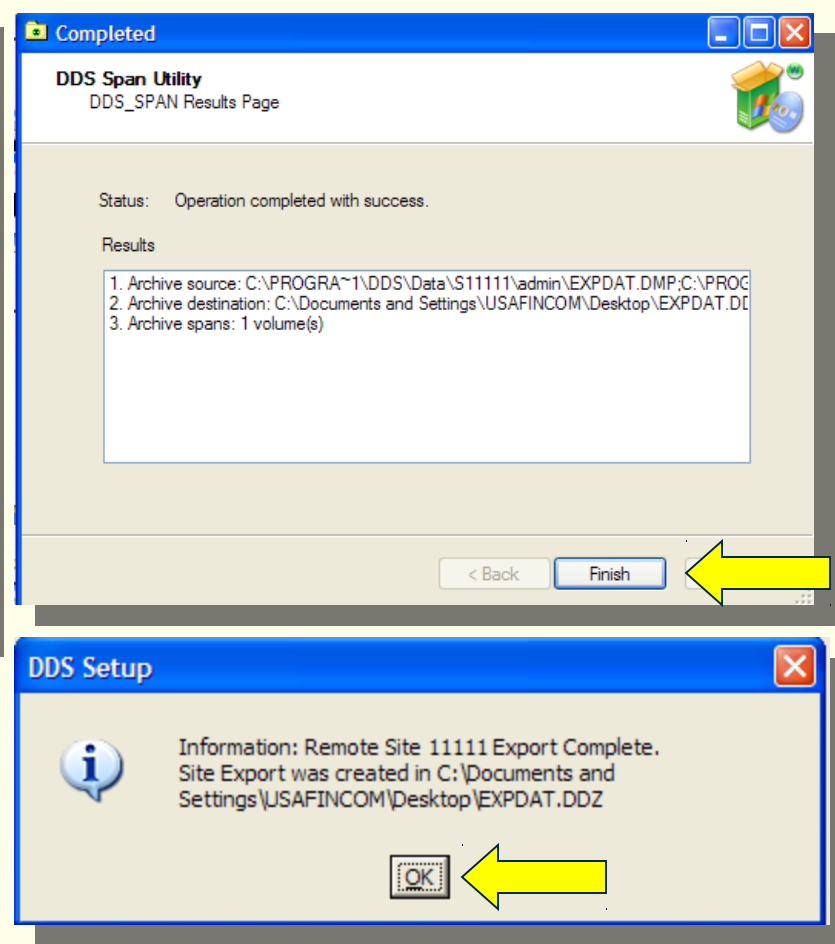
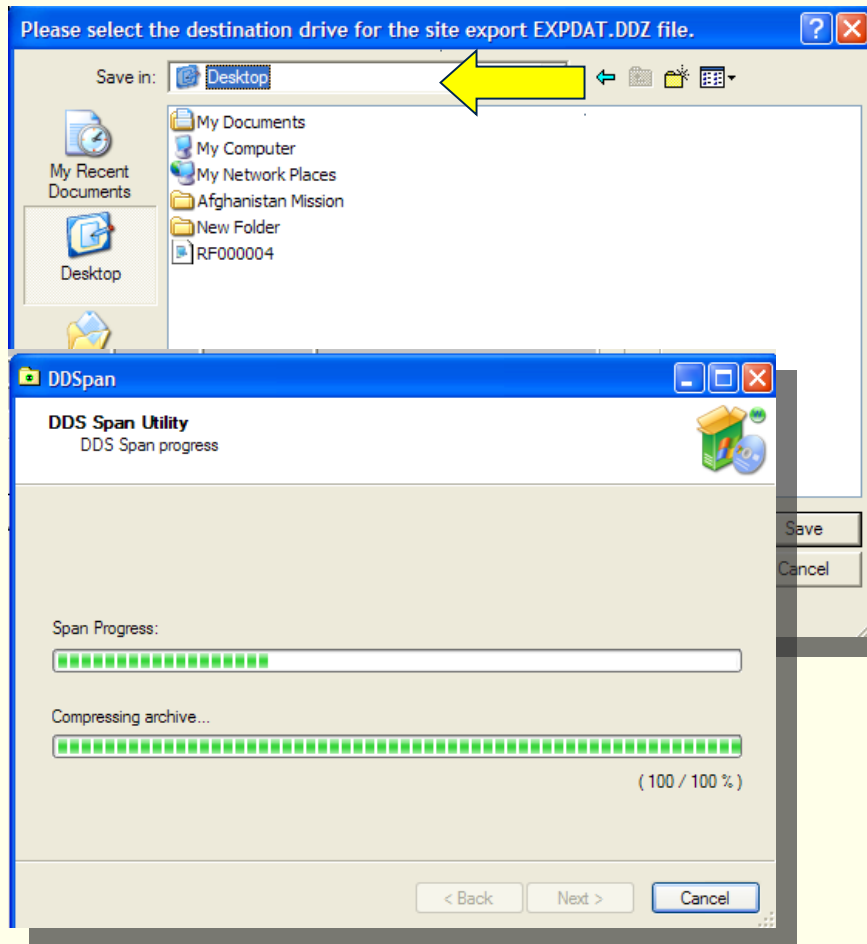
## Create a New FMST Site - Create Export File (6 of 12)





# CREATE AN FMST SITE

## Create a New FMST Site - Create Export File (7 of 12)

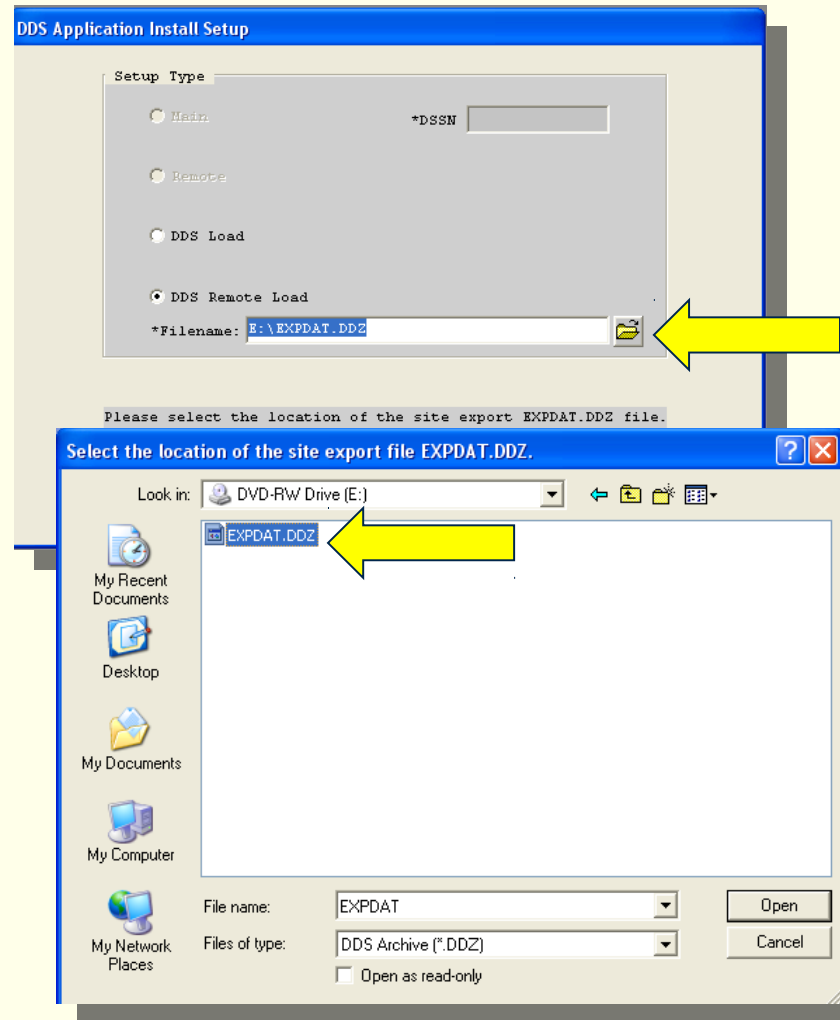
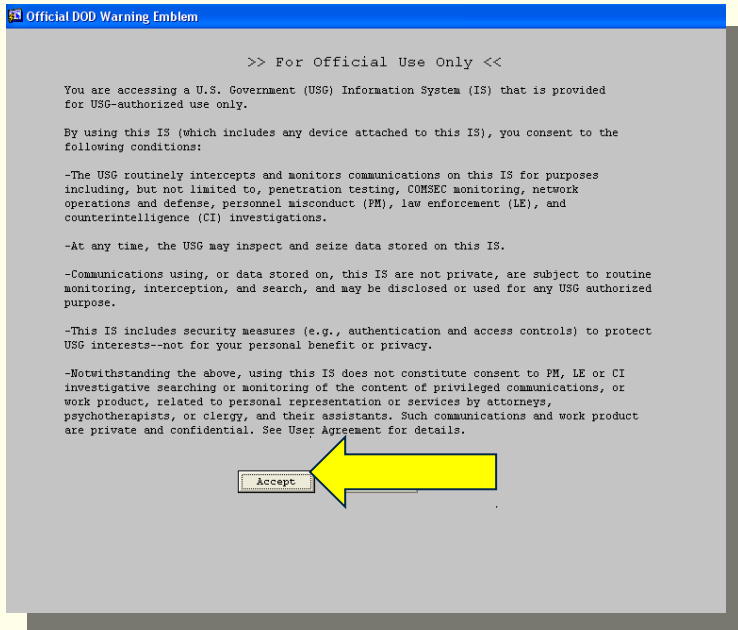




# CREATE AN FMST SITE

## The DA will take the file created, "EXPDAT.DDZ" and place it on the desktop of the FMST computer.

The DA will take the file created, "EXPDAT.DDZ" and place it on the desktop of the FMST computer.





# CREATE AN FMST SITE

## Create a New FMST Site - Load Export File (9 of 12)

DDS Application Install Setup

Setup Type

☐ Main \*DSSN

☐ Remote

☐ DDS Load

☒ DDS Remote Load

\*Filename:

Please select the location of the site export EXPDAT.DDZ file.

```
C:\DdsOraDb\bin\imp.exe

Import: Release 10.2.0.4.0 - Production on Thu Feb 26 08:24:11 2009
Copyright (c) 1982, 2007, Oracle. All rights reserved.

Connected to: Oracle Database 10g Enterprise Edition Release 10.2.0.4.0 - Production
With the Partitioning, OLAP, Data Mining and Real Application Testing options

Export file created by EXPORT:V10.02.01 via conventional path
Import done in WE8MSWIN1252 character set and AL16UTF16 NCHAR character set
```

Completed

DDS Span Utility  
DDS\_SPAN Results Page

Status: Operation completed with success.

Results

- 1. Archive source: E:\EXPDAT.DDZ
- 2. Archive destination: C:\PROGRAMS\DDS\Data\Temp\
- 3. Extracted Files: SITEID.DAT, EXPDAT.DMP
- 4. Archive spans: 1 volume(s)

Installation Login

\*Site

\*User Code

\*Password

**User Code is  
"DDS"**

**Password is  
"??????"**





# CREATE AN FMST SITE

Create a New FMST Site - Load Export File (10 of 12)

The DA must choose option 2, "Office Setup," then select edit, and save. This will open a business day.

Site Setup Menu

1. Disbursing Officer Setup	9. EFT Setup
2. Office Setup	10. U.S./Foreign Currency Check Configuration
3. Table Maintenance	11. Voucher Series Configuration
4. Accounting Setup	12. Balance Setup
5. Currency Configuration	
6. Default Accounting	
7. User Setup	
8. Vault Setup	

Menu selection: **1**

OK

Data Load Site Export

Site Setup Form

\*Site: 0005 \*Site Id: 11111 Remote \*DSSN: 8830 ☒ Site in same database

\*Department: ARMY ☐ Inactive

☐ Person ☒ Institution

FST 1

Address

☒ US ☐ Foreign

KANDAHAR

\*Actg Svc: STANFINS \*Actg Type: Integrated GLAC: ☐ ODS WCD: ☐

\*Parent FSN/\*AAA: 012154 UIC: ☐

Phone:  Fax:  MILPAY Interface Type: ☐ DJMS ☐ DEMIRS

☒ EDA/MyPay ☒ Advice of Payment ☐ SSN on AOP ☐ PCC

Active	Parent Site Id	Site Id	Site Type	Office Name
YES	00005	11111	REMOTE	FST 1



# CREATE AN FMST SITE

## Create a New FMST Site - Load Ex

Site Setup Menu

DDS Setup

Error: Please open a business day for site 11111 by pressing the edit button and then the save button in the office setup screen

Menu selection: ☐

A yellow arrow points to the OK button in the error dialog box.

If a window appears stating that the business day must be opened first, then the user did not select edit and save.

- A window will appear to open the business day. Once entered, the user will enter the current exchange rate.

DDS Rel 1 - [DDS Set Business Day]

Window Help

Prior Business Date:

\*Current Calendar Date: 02/26/2009

\*Current Business Date: 02/26/2009

OK

A yellow arrow points to the OK button.

02/26/2009 A \*Currency Code: A1 1 of 2

☒ Daily Exchange Rates?

Prior \*Current

Accommodation:

Prevailing:

Official:

Average:

Forms

FRM-40404: Database apply complete: 3 records applied.

OK

A yellow arrow points to the OK button.



# CREATE AN FMST SITE

## Create a New FMST Site - Load

Site Setup Menu

1. Disbursing Officer Setup	9. EFT Setup
2. Office Setup	10. U.S./Foreign Currency Check Configuration
3. Table Maintenance	11. Voucher Series Configuration
4. Accounting Setup	12. Balance Setup
5. Currency Configuration	
6. Default Accounting	
7. User Setup	
8. Vault Setup	

Menu selection:

- Click the "Data Load" button

- Click "DD2665 Report" button

This will finalize the FMST site's daily business and require the user to open a new business day.

Uncleared LDA Checks

Dishonored Checks

Deposits

\*File Name:

Records Imported:

DDS Setup

Information: DD2665 has been finalized. Installation is complete.

Deferred Voucher

Select Import File Edit Import File Import Data

DD2665 Sec. 1 DD2665 Report

**Note: Sign into DDS and open business day. Create a Vault for Deputy (see slide 19). Create a zero DD1081 advance to the MAIN and have the MAIN create a zero DD1081 to this REMOTE. This will establish communication between the Sites. Add additional users**



# MODULE 6 - SYSTEM ACCESS REQUEST





# SYSTEM ACCESS REQUEST



## OTCnet DD Form 2875 Access Request Form

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		
<b>PRIVACY ACT STATEMENT</b> AUTHORITY: Executive Order 10450, 9397, and Public Law 99-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.		
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)
<b>PART I (To be completed by Requestor)</b>		
1. NAME (Last, First, Middle Initial)	2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	
9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR		
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)		
11. USER SIGNATURE	12. DATE (YYYYMMDD)	
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>		
13. JUSTIFICATION FOR ACCESS		
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER		
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER	21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER
25. DATE (YYYYMMDD)		

Form must be submitted through the deployed FMSU (DDO/DO) to the FMSC (LSA).

- The FMSC (LSA) will create the user in ITIM.
- The FMSC (LSA) will forward access to Soldier.

### • Most common access requests:

- CCA - Check Capture Administrator (unit IMO/TASO).
- CCO - Check Capture Operator (Cashier).
- CCS - Check Capture Supervisor (DA/DM). Should have additional roles of MVD Viewer.

	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)

DD FORM 2875 (BACK), AUG 2005

Reset





# SYSTEM ACCESS REQUEST



## CORP2 DD Form 2875 Access Request Form

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		
<b>PRIVACY ACT STATEMENT</b> AUTHORITY: Executive Order 10450, 9397, and Public Law 99-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.		
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)
<b>PART I (To be completed by Requestor)</b>		
1. NAME (Last, First, Middle Initial)	2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	
		9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)		
11. USER SIGNATURE	12. DATE (YYYYMMDD)	
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>		
13. JUSTIFICATION FOR ACCESS		
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER		
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER	21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER
		25. DATE (YYYYMMDD)

DD FORM 2875, AUG 2009 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

26. NAME (Last, First, Middle Initial)		
27. OPTIONAL INFORMATION (Additional Information)		
<b>PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION</b>		
28. TYPE OF INVESTIGATION	28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL	28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE
		32. DATE (YYYYMMDD)
<b>PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION</b>		
TITLE	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)

DD FORM 2875 (BACK), AUG 2009

**Disbursing Office  
needs access in  
order to pull DDS  
updates, and post  
back-ups for audit.**



# SYSTEM ACCESS REQUEST



## EagleCash POC Request - Roles

FRBB Communications Duty Positions	ACH Return Log	Unload/ Cashback Report	Incident Report Log	Hot/Warm List	Missing 2887 Report	KFD Report	RTN Report	Site specific inventory reports	Site specific financial reports	AOR specific inventory reports	All Reports w/metrics	Bulletins	EC News	AKO Site Folder (TR Files)	Daily emails for Missing Kiosk/TR Files
Cashier	X	X	X	X								X	X	X	X
Disbursing NCOIC	X	X	X	X	X	X	X	X	X		X	X	X	X	X
DDO/DA	X	X	X	X	X	X	X	X	X		X	X	X	X	X
Command Element											X	X	X	X	
Detachment EC POC				X		X	X	X				X	X	X	
FMCO EC POC				X		X	X			X		X	X	X	
FMC EC POC											X	X	X	X	X
Postal - COPE				X			X	X				X	X	X	
Theater Postal Finance Officer							X		X	X		X	X	X	
MWR/NAF				X								X	X	X	
Exchange / DECA				X			X		X			X	X	X	
KMBO				X		X		X				X	X	X	X



# SYSTEM ACCESS REQUEST



## SVC-417 EagleCash AKO Access Request Form (1 of 2)

### EAGLECASH POINT OF CONTACT (POC) CHANGE REQUEST FORM

FORM # FRBB SVC-417

#### INSTRUCTIONS

1. A direct link to the form on AKO for Army, Marines, and Navy personnel is at <https://www.us.army.mil/suite/files/28184005>.
2. **NOTE: To fill out this form, please be sure to "enable all Macros" within the document.**
3. After completing ALL fields on this form,
  - For Army Finance requests, please submit to Tony Taylor ([tony.taylor@dfas.mil](mailto:tony.taylor@dfas.mil))
  - For Postal requests, please submit to Jonathan Homeyer ([jonathan.homeyer@fiscal.treasury.gov](mailto:jonathan.homeyer@fiscal.treasury.gov))
  - For AAFES requests, please submit to Tim Lane ([lanet@aafes.com](mailto:lanet@aafes.com))
  - For Air Force requests, please submit through Michael Windsor ([michael.windsor@wpafb.af.mil](mailto:michael.windsor@wpafb.af.mil)) or SMSgt Lisa Azzoline ([lisa.azzoline@afcent.af.mil](mailto:lisa.azzoline@afcent.af.mil))
  - For Navy requests, please submit to Beth Pollock ([beth.pollock@navy.mil](mailto:beth.pollock@navy.mil))
  - For Marines requests, please submit to GySgt Angela Castro ([angela.castro@mcw.usmc.mil](mailto:angela.castro@mcw.usmc.mil))
4. The form approver will send completed forms to FRBB via email to [Eagle@bos.frb.org](mailto:Eagle@bos.frb.org) using "Form 417: POC Change Request" as the subject.

**Latest forms can be found on the Eaglecash AKO homepage**

Today's date:

[Click here to enter a date](#)

**MILITARY BRANCH : (select one)**

☐ ARMY ☐ AF ☐ NAVY ☐ USMC ☐ DFAS

**AFFILIATION:**

☐ FINANCE ☐ POSTAL ☐ EXCHANGE ☐ OTHER

[Click here to enter text](#)

#### SECTION I: LOCATION INFORMATION

Country		Site Name/Location	
Phone		Fax	

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# MODULE 7 - CYBER SYSTEM ADMINISTRATION







# SYSTEM ADMINISTRATION



## OTCnet Check Capture Administrator (CCA)

fms

Enterprise Single Sign On

[Forgot your Password?](#) [Forgot your User Id?](#) [Register](#) [?](#)

**User MUST be  
created prior to  
accessing OTCnet.**

Log In To: [HTTPS://qaa.otcnet.fms.treas.gov/otcnet/home.jsf?\\_request\\_token\\_=8](https://qaa.otcnet.fms.treas.gov/otcnet/home.jsf?_request_token_=8)

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

[SecurID Token](#)

[PKI Certificate](#)

To log in please enter your FMS Single Sign On User ID and Password.

User ID:

Password:

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING  
WARNING  
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.



# SYSTEM ADMINISTRATION



## OTCnet Initial Setup (1 of 8)

February 17, 2012   Home | My Profile | Training | Print | Help | Log Out

**OTCnet**  
Deposits Made Simple

Online Application

Connection Status: **Online**

Welcome, Agency Aateaa

Check Processing   **Administration**   Reports

Manage Organizations   Manage Check Processing   Audit

Organization Hierarchy   Modify   Delete   View   Search

Check Processing   Administration   Reports

Manage Organizations   Manage Check Processing   Audit

Location: Home » Administration » Manage Organizations » Organization Hierarchy » Modify

### Modify Organization

Step 1 of 3: Select OTC Endpoint

Select the OTC Endpoint you would like to modify.

**CHK** denotes check capture   **TGA** denotes deposit processing   **M** denotes mapped accounting code(s)

**Organization Hierarchy: High Level Organizations**

Expand All / Collapse All

- ☐ DOD - Department of Defense
  - ☐ US Army - Department of US Army
    - ☐ 13 FMC - Texas Training
    - ☐ 101000 - TX Fwd
      - ☐ 9999101001 - 13 FMC TX - 9999101001 **CHK**



# SYSTEM ADMINISTRATION



## OTCnet Initial Setup (2 of 8)

[Check Processing](#) [Administration](#) [Reports](#)

[Manage Organizations](#) ▾ [Manage Check Processing](#) ▾ [Audit](#)

**Location:** [Home](#) » [Administration](#) » [Manage Organizations](#) » [Organization Hierarchy](#) » [Modify](#)

### Modify Organization

12

**Step 2 of 3: Update OTC Endpoint Information**

Update the OTC Endpoint information.

**Organization Hierarchy:** DOD - Department of Defense  
**OTC Endpoint:** 9999101001 - 13 FMC TX - 9999101001

\* Denotes required fields.

**General**

Short Name\*

9999101001

Description\*

13 FMC TX

▸ ☐ Allow OTC Endpoint to create deposits for over-the-counter collections

▸ ☒ Check Cashing Policies

▸ ☒ Data Privacy

▸ ☒ Enable Check Ca

▸ ☐ Add lower levels to this OTC Endpoint

▸ Advanced Administration

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# SYSTEM ADMINISTRATION



## OTCnet Initial Setup (3 of 8)

▶ ☐ Allow OTC Endpoint to create deposits for over-the-counter collections

▶ ☒ Check Cashing Policies

▶ ☒ Data Privacy

▼ ☒ Enable Check Capture

ALC+2 \*

9999101001

Queue Interface

☒ Yes ☐ No

OTC Verification Group

Short Name (Starting With)

9999101001

Clear Search

Add Agency Group

OTC Verification Group Current Agency Site 13 FMC TX			
Short Name	Description	ALC+2	Delete
9999101001	13 FMC TX	9999101001	<input type="checkbox"/>

« Previous

Cancel

Next »



# SYSTEM ADMINISTRATION



## OTCnet Initial Setup (4 of 8)

[Check Processing](#) [Administration](#) [Reports](#)

Manage Organizations ▾ Manage Check Processing ▾ Audit

Location: [Home](#) » [Administration](#) » [Manage Organizations](#) » [Organization Hierarchy](#) » [Modify](#)

### Modify Organization

Step 3 of 3: Review OTC Endpoint

Verify the following information is correct and click **Submit** to modify the OTC Endpoint.

Organization Hierarchy: DOD - Department of Defense  
OTC Endpoint: 9999101001 - 13 FMC TX - 9999101001

[Edit]

General	
Short Name	9999101001
Description	13 FMC TX
OTC Endpoint ( TGA )	No
OTC Endpoint ( CHK )	Yes

Check Cashing Policies

Check Capture	
ALC+2	9999101001
Queue Interface	Yes

### Modify Organization

#### Confirmation

The following OTC Endpoint has been modified.

Organization Hierarchy: DOD - Department of Defense  
OTC Endpoint: 9999101001 - 13 FMC TX - 9999101001

General	
Short Name	9999101001

[« Previous](#)[Cancel](#)[Submit](#)[Return Home](#)





# SYSTEM ADMINISTRATION



## OTCnet Initial Setup (5 of 8)

February 17, 2012

Home | My Profile | Training | Print | Help | Log Out

**OTCnet<sup>SM</sup>**  
Deposits Made Simple

Online Application

Connection Status: **Online**

Welcome, Agency Aateaa

Check Processing Administration Reports

Manage Organizations ▾

Manage Check Processing ▾

Terminal Configuration ▶ Modify

Manage Centralized Deployment ▶ View

### Terminal Configuration

1 2

#### Step 2 of 4: Update the Terminal Configuration

##### System Configuration

##### LVD Usage

	Personal Check	Non Personal
Customer Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Not Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# SYSTEM ADMINISTRATION



## OTCnet Initial Setup (6 of 8)

### Receipt Printing

☐ Person Present

☒ Manual

☐ Automatic ☐ with preview

☐ Person Not Present

☒ Manual

☐ Automatic ☐ with preview

Printer Name

\\CIN-PU-W-2.DS.DFAS.MILVC

**Terminal IDs are pre-assigned by the OTCnet fiscal agent. Contact the OTC Support Center to obtain the terminal ID (DSN: 510-428-6824 (options 1, 2, 4)). Once the Terminal ID has been entered, it cannot be**

### Application Configuration

Terminal ID\*

CONTACT SUPPORT CENTER

Host Name

cin-30271003

Processing

☒ Single

☐ Batch

Cashflow

☒ Settle Best Method

☐ Back Office Processing Only

☐ Truncate All Items

Batch Control

☐ Optional

☒ Mandatory

Batch Control Prompts

☐ Prompt on Batch Create

☒ Prompt on Batch Close



# SYSTEM ADMINISTRATION



## OTCnet Initial Setup (7 of 8)

▼ Devices Configuration

Scanner\*  ▼

Communication Channel\* ☒ USB Port ☐ Serial Port  ▼

Franking Enabled ☐

Keypad Enabled ☐

Keypad Communication Channel ☐ Pass Through Channel ☒ Serial Port

### Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove [ Check All / Uncheck All ]
<input type="radio"/>	9999102002	9999102002	1040	OST2 IN	<input type="checkbox"/>
<input checked="" type="radio"/>	1001	9999101001	1040	13 FMC TX	<input type="checkbox"/>
					<input type="button" value="Remove"/>

### Step 3 of 4: Update the Configured OTC Endpoints

#### Available OTC Endpoints

<< < Page 1 > >> of 6 Pages

ALC+2	OTC Endpoint	Form Version	Description	Add [ Check All / Uncheck All ]
9999101002	9999101002	1040	4 FMCO TX	<input type="checkbox"/>
9999101104	9999101104	1040	93 FMCO GA	<input type="checkbox"/>
9999101301	9999101301	1040	266 FMC Germany	<input type="checkbox"/>
9999101305	9999101305	1040	D Det, 106 FMCO Italy	<input type="checkbox"/>



# SYSTEM ADMINISTRATION



## OTCnet Initial Setup (8 of 8)

Location: [Home](#) » [Administration](#) » [Manage Check Processing](#) » [Terminal Configuration](#) » [Modify](#)

### Terminal Configuration

#### Step 4 of 4: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

#### OTC Endpoint Configuration

[Edit]

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	9999102002	9999102002	1040	OST2 IN
✓	9999101001	9999101001	1040	13 FMC TX



#### Application Configuration

[Edit]

Terminal ID	123456789
Host Name	CIN-48624983
Processing	Single
Cashflow	Settle Best Method
Batch Control	Mandatory
Batch Control Prompts	Prompts on Batch Close

#### Devices Configuration

[Edit]

Scanner	RDM EC7000i
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

#### System Configuration

[Edit]

#### LVD Usage

	Personal Check	Non Personal
Customer Present	✓	✓
Customer Not Present	✓	✓

#### Receipt Printing

Printer Name      \\CIN-PU-W-2.DS.DFAS.MIL\CIN-P2-1-1  
29W-HP4250

« Previous

Cancel

Submit





# MODULE 8 - PHYSICAL SECURITY/ECC FORMS







# PHYSICAL SECURITY/ECC FORMS



- **SF 700 should be placed inside the security container.**
- **An additional copy of the form with either the combination or an extra key should be placed in an envelope and kept at the BN/BDE S-2 or Provost Marshall/Mayors Cell for safekeeping. The envelope should be sealed, signed across the sealed opening, and clear tape placed over the signature to ensure that the envelope is not compromised.**
- **A memo should be generated to maintain on hand that identifies where the extra set of keys/combination is located. The memo will be located out of view of the public.**

SECURITY CONTAINER INFORMATION		
<b>INSTRUCTIONS</b>  1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP).  2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER.  3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER.  4. DETACH PART 2A AND INSERT IN ENVELOPE.  5. SEE PRIVACY ACT STATEMENT ON REVERS.  10. Immediately notify one of the following persons if this container is found open and unattended.	1. AREA OR POST (if required)	2. BUILDING (if required)
	4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)	5. CONTAINER NO.
	6. MFG & TYPE CONTAINER	7. MFG & TYPE LOCK
	8. DATE COMBINATION CHANGED	
	9. NAME AND SIGNATURE OF PERSON MAKING CHANGE	
EMPLOYEE NAME	HOME ADDRESS	HOME PHONE

1. ATTACH TO INSIDE OF CONTAINER

700-101  
NSA13540-01-214-5372

STANDARD FORM 700 (8-85)  
Prescribed by GSA/ISOO  
32 CFR 2003

WARNING  
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE  
SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY  
EQUIPMENTS.

CONTAINER NUMBER	
COMBINATION	
	turns to the (Right) (Left) stop at
	turns to the (Right) (Left) stop at
	turns to the (Right) (Left) stop at
	turns to the (Right) (Left) stop at
WARNING	
THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED. UNCLASSIFIED UPON CHANGE OF COMBINATION	

2A INSERT IN ENVELOPE SF700 (8-85)  
Prescribed by  
GSA/ISOO  
32 CFR 2003



# PHYSICAL SECURITY/ECC FORMS



## Security Forms - SF 701

ACTIVITY SECURITY CHECKLIST				DIVISION/BRANCH/OFFICE												ROOM NUMBER		MONTH AND YEAR				
				Disbursing Agent, Camp Al Asad, Iraq												DA Office		Aug 2006				
Irregularities discovered will be promptly reported to the designated Security Office for corrective action				I have conducted a security inspection of this work area and checked all the items listed below.																		
TO (if required)				FROM (if required)												THROUGH (if required)						
Finance Office Camp Arifjan, Kuwait				Finance Office Camp Al Asad, Iraq																		
ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1. Security containers have been locked and checked.																						
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.																						
3. Windows and doors have been locked (where appropriate).																						
4. Typewriter ribbons and ADP devices (e.g., disks, tapes) containing classified material have been removed and properly stored.																						
5. Security alarm(s) and equipment have been activated (where appropriate).																						
INITIAL FOR DAILY REPORT	WIV																					
TIME																						

- SF 701 should be placed on the inside of the secured area's door.
- The form should be initialed on the appropriate day's block prior to leaving for the day.

STANDARD FORM 701 (8-85)



## Security Forms - SF 702

- **SF 702 should be placed on the outside side of the secured container's door.**
- **The form should be initialed each time the container is opened or closed.**



# PHYSICAL SECURITY/ECC FORMS



## ECC Incident Report SVC 414 (1 of 2)

### EAGLECASH INCIDENT REPORT FORM

#### INSTRUCTIONS

1. After completing Section I, please submit to FRBB via AKO or EagleCash CoP. DO NOT EMAIL.
2. After four business days of receipt of an IR, FRBB will perform an ACH credit to the cardholder's bank account of record (xxx) be reflected on the tab "Resolved Incident Reports" indicating the balance credited to the cardholders account.
3. For cardholders without a US bank account, FO will need to complete Section III, resubmit IR and complete a 215 C 5515 Debit voucher

#### SECTION I (COMPLETED BY FINANCE OFFICE)

Today's date:	<a href="#">[Click here to enter a date.]</a>	Date of Incident (if other than today)	<a href="#">[Click here to enter a date.]</a>
Finance Office DSN	<a href="#">[Click here to enter text.]</a>	Site Name/Location	<a href="#">[Click here to enter text.]</a>
FO Contact Name	<a href="#">[Click here to enter text.]</a>	EC Card Number to be cancelled (last 7 digits)	<a href="#">[Click here to enter text.]</a>
SSN (last 4 only)	<a href="#">[Click here to enter text.]</a>	Permanent Email Address	<a href="#">[Click here to enter text.]</a>
Last Name	<a href="#">[Click here to enter text.]</a>	First Name	<a href="#">[Click here to enter text.]</a>
Permanent Home/ Mailing Address	<a href="#">[Click here to enter text.]</a>		Cardholder Phone # <a href="#">[Click here to enter text.]</a>
City	<a href="#">[Click here to enter text.]</a>	State <a href="#">[Click here to enter text.]</a>	Zip <a href="#">[Click here to enter text.]</a>
Incident Type (Select one)		Other (Please Explain)	
<a href="#">[Choose an item]</a>		<a href="#">[Click here to enter text.]</a>	
Finance Office Comments		<a href="#">[Click here to enter text.]</a>	
Special Instructions: If a card is used to conduct an "unauthorized" transaction, after completing the IR, please have the cardholder file a report with the Military Police			
New Card Issued?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If YES, List Last 7 digits of new card <a href="#">[Click here to enter text.]</a>
Date Reissued (if other than today)	<a href="#">[Click here to enter a date]</a>		

- After completing section 1, the DA will submit the form to FRBB via EC-AKO. The form will be maintained at all times on the EC-AKO site.

- The DA will annotate the IR on their internal log.
- The DA will verify the next business day that the IR submitted has been posted to the FRBB IR log.



# PHYSICAL SECURITY/ECC FORMS



## ECC Incident Report SVC 414 (2 of 2)

SECTION II (FOR FRBB OFFICIAL USE ONLY) PLEASE DONOT WRITE IN THIS SECTION					
Receive Date	<a href="#">[Click here to enter a date]</a>	ECC Balance	<a href="#">[Click here to enter text]</a>		
Response Date to FO	<a href="#">[Click here to enter a date]</a>	Processed Via ACH?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
FRBB comments	<a href="#">[Click here to enter text]</a>				
SECTION III (FOR CARDHOLDERS WITHOUT US BANK ACCOUNT)					
Date	<a href="#">[Click here to enter a date]</a>	215 Deposit ticket	<a href="#">[Click here to enter text]</a>	5515 Debit Voucher	<a href="#">[Click here to enter text]</a>
Value Assigned to Reissued Card	<a href="#">[Click here to enter text]</a>	Balance	<a href="#">[Click here to enter text]</a>	Balance	<a href="#">[Click here to enter text]</a>
*** For Assistance please call the EagleCash Customer Service Center: Monday – Friday 0100 – 1900 Eastern Time (excluding United States Federal holidays) Telephone: DSN 312-955-3555 or US 1-877-973-8982 Email: eaglecash@hqs.afm.army.mil					

For cardholders without a US bank account, the FM unit will need to complete section III and resubmit the IR to FRB via EC-AKO.

will perform a credit to the customer's bank account on record (DD Form 2887).

- The IR will be reflected on the tab "Resolved Incident Reports" which will indicate the balance credited to the customer's account.





# PHYSICAL SECURITY/ECC FORMS



## ECC Incident Report Log - AKO

1	Base	Recd Date	Reason	Name	Card	Balance	Status	Residual Date	Comments
14	CSC Phone Request	9/15/11	other	Almeida, Michael	1692087	\$62.17	In Process		
15	CSC Phone Request	9/15/11	other	Barroll, Nicholas	1721627	\$42.20	In Process		
16	CSC Phone Request	9/15/11	other	Burger, Corrie	1295415	\$386.87	In Process		
17	FRBB Direct	9/15/11	other	Dolan, William	1743000	\$59.56	In Process		
18	Shank	9/15/11	Damaged	Hunt, Timothy	1475744	\$17.00	In Process		
19	Shank	9/15/11	Damaged	Moore, Mickey	1809336	\$200.00	In Process		
20	As Sayliyah	9/15/11	Damaged	Moreno, Kelly	1407304	\$50.78	In Process		
21	As Sayliyah	9/15/11	expired	Reeves, Matthew	1131516	\$13.54	In Process		
22	Wilson	9/15/11	Damaged	Reyes, Dina	1365720	\$84.26	In Process		
23	Wilson	9/15/11	Lost	Singleton, Samuel	1729886	\$3.06	In Process		
24	Walton	9/15/11	Lost	Stayner, Ashley	1795473	\$22.87	In Process		
25	Spann/Marmal	9/15/11	Damaged	Wagner, Sara	1056329	\$3.67	In Process		
26	Liberty	9/15/11	Lost	Bush, Milton	1387123	\$27.03	In Process		
27	Liberty	9/15/11	other	Fernandez, John	1700888	\$0.00	In Process		
28	Kalsu	9/15/11	Lost	Gilman, George	1736006	\$0.52	In Process		
29	IBP	9/15/11	Lost	Ruiz, Rogelio	1721542	\$0.00	In Process		

**The IR log is located  
on the EC-AKO site  
under "Incident  
Reports."**



# PHYSICAL SECURITY/ECC FORMS



## ECC Request Forms SVC Form 411 (1 of 2)

**Process for Supplies  
and replacement  
hardware.**

### EagleCash Equipment Request Form: Replacement Hardware & Supplies

The purpose of this form is to ensure prompt handling of all requests for all replacement devices and supply requests. Please email your order to [Eagle@bes.frb.org](mailto:Eagle@bes.frb.org), and include the following in the email subject line: "Hardware and Supply Requests - (Base name - Type of Vendor)"

**Please fill out the Name and Address of recipient who will receive the supplies**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Request: \_\_\_\_\_  
Army ☐  
Air Force ☐  
DMPO ☐  
Marines ☐

**Replacement Hardware** (New device / equipment requests require approval from USAFMCOM, Air Force or MCDOSS.) NOTE: When replacing kiosks and laptops, please contact FRBB for RTN authorization.

Device Number: \_\_\_\_\_  
RTN Number: \_\_\_\_\_  
Device type: (please check the appropriate boxes)  
Countertop POS ☐  
Mobile POS ☐  
Kiosk ☐  
Laptop ☐  
ACH Laptop ☐  
Other Equipment ☐

Finance Office ☐  
Post Office ☐  
AAFES ☐

Other: \_\_\_\_\_

Base Name: \_\_\_\_\_  
Merchant Name: \_\_\_\_\_  
Facility / Postal Number: \_\_\_\_\_  
Serial Number of Device: \_\_\_\_\_  
Description of problem: \_\_\_\_\_  
Are there any transactions on the device: \_\_\_\_\_

Identify Equipment: \_\_\_\_\_

**Power Source**  
110 V (US) ☐  
220 V ☐

**Plug Type**  
European (round 2-prong) ☐  
U. K. / Asia (flat 3-prong) ☐



# PHYSICAL SECURITY/ECC FORMS



## ECC Request Forms SVC Form 411 (2 of 2)

Device Number: _____	Finance Office <input type="checkbox"/>
Device type: (please check the appropriate boxes)	Post Office <input type="checkbox"/>
Countertop POS <input type="checkbox"/>	AAFES <input type="checkbox"/>
Mobile POS <input type="checkbox"/>	
Kiosk <input type="checkbox"/>	Other: _____
Laptop <input type="checkbox"/>	
ACH Laptop <input type="checkbox"/>	
Other Equipment <input type="checkbox"/>	Identify Equipment: _____
Base Name: _____	<b>Power Source</b>
Merchant Name: _____	110 V (US) <input type="checkbox"/>
Facility / Postal Number: _____	220 V <input type="checkbox"/>
Serial Number of Device: _____	<b>Plug Type</b>
Description of problem: _____	European (round 2-prong) <input type="checkbox"/>
Are there any transactions on the device: _____	U. K. / Asia (flat 3-prong) <input type="checkbox"/>
Additional comments: _____	
_____	
_____	
_____	
<b>Supply Request</b>	
Location: _____	
Merchant Name: _____	
Supplies needed: _____	
Additional comments: _____	
_____	
_____	
_____	
For questions please contact FRBB Customer Service Center Hours are M - F from 0100 hours - 1900 hours Eastern Time Zone, excluding federal holidays	
Toll-Free 877-973-8982 or DSN 312-955-3555; Email: <a href="mailto:eagle@bos.frb.org">eagle@bos.frb.org</a>	
<a href="http://www.fms.treas.gov/eaglecash">www.fms.treas.gov/eaglecash</a>	



# PHYSICAL SECURITY/ECC FORMS



## ECC Request Forms SVC 412

### EagleCash Equipment Request Form: New Hardware

The purpose of this form is to ensure prompt handling of all requests for new devices. Please email your order to: EagleCash@oas.frb.org following in the email subject line: "New Hardware Requests - (Base name - Type of Vendor)"

Note: This form is only for use if your base has already completed its initial EagleCash Deployment.

Please fill out the Name and Address of recipient who will receive the equipment

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Request: \_\_\_\_\_

Army ☐  
Air Force ☐  
DMPO ☐  
Marines ☐

New Hardware (New device / equipment requests require approval from USAFMCOM, Air Force, MCDOSS and the US Treasury.)

Finance Office ☐  
Post Office ☐

AAFES ☐

Other: \_\_\_\_\_

Base Name: \_\_\_\_\_

(please check the appropriate box) New customer ☐

Note: Please check above box if you have not participated in the EagleCash program.

Expansion ☐

Note: Please check above box if you have participated in the EagleCash program and require additional devices to service your internal customers.

Device type: (please check the appropriate boxes and indicate quantity needed with type of power source)

Countertop POS	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>
Mobile POS	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>
Other Equipment	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>

Power Source  
110 V (US) ☐  
220 V ☐

Laptop	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>
ACH Laptop	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>
Kiosk	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>
Other Equipment	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>

Plug Type  
European (round 2-prong) ☐  
U. K. / Asia (flat 3-prong) ☐

Identify Equipment: \_\_\_\_\_  
Merchant Name: \_\_\_\_\_  
Facility / Postal Number: \_\_\_\_\_

JUSTIFICATION:

For questions please contact FRBB Customer Service Center Hours are M - F from 0100 hours - 1900 hours Eastern Time Zone, excluding federal holidays.

Toll-Free 877-973-8982 or DSN 312-955-3555; Email: eaglecash@oas.frb.org

[www.fms.treas.gov/eaglecash](http://www.fms.treas.gov/eaglecash)

Process for new  
hardware requests.



# MODULE 9 - CONTACT INFORMATION







# CONTACT INFORMATION

- **DDS Help Desk Information**  
DDS helpdesk mission is to support the deployed environment by providing assistance for DDS related issues.
- If the DA encounters a problem the DDO should always be contacted first. If the DDO is unable to assist, they will direct the DA to call the DDS helpdesk.

## ☒ Phone Number:

☒ Commercial: (317) 212-1490

☒ DSN: (318) 699-1490

☒ Blackberry: (317) 209-6328

## ☒ \*Email address:

[dfas.dscc.zte.mbx.dds-helpdesk@mail.mil](mailto:dfas.dscc.zte.mbx.dds-helpdesk@mail.mil)





# CONTACT INFORMATION



## # OTCnet Treasury Support Center:

- Comm: 1-866-945-7920 Calling From DSN: (First Dial 809-463-3376)
- DSN: 510-428-6824
- OTCnet Mailbox: [FMS.OTCChannel@citi.com](mailto:FMS.OTCChannel@citi.com)
- OTCnet Website: <http://www.otcnet.fms.treas.gov>

## # Policy and Hardware Requests

- Mr. Russ Hacecky
  - [russell.t.hacecky.civ@mail.mil](mailto:russell.t.hacecky.civ@mail.mil)
  - DSN: 699-3640
  - Commercial (317) 212-3640





# CONTACT INFORMATION



## # ECC Customer Service Center

- Hours of Operation

- 0100 - 1900 hours ET Monday - Friday (excluding Federal Holidays)

- DSN: (312) 955-3555

- US Toll Free: 1-877-973-8982

- Fax: (617) 973-3898

- Latest SOP, Quick Reference Guides, Bulletins, and Newsletters, etc.) <https://www.us.army.mil/suite/page/387344>

## # USAFMCOM Point of Contact

Mr. Charles (Tony) Taylor

[charles.a.taylor40.civ@mail.mil](mailto:charles.a.taylor40.civ@mail.mil)

- DSN: 699-5378





# CONTACT INFORMATION

## USAFMCOM OST Website Information

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=15>

**Army Financial Management**  
Assistant Secretary of the Army for Financial Management & Comptroller



HomeOrganizationsDocumentsGeneral InformationSearch

OASA (FM&C) | Army Budget (BU) | Cost & Economics (C&E) | Financial Information Management (FIM) | Financial Operations (FO) | Army Comptroller Propensity (PO)

**Organizations**

- OASA (FM&C)
- Army Budget (BU)
- Cost & Economics (C&E)
- Financial Information Mgmt (FIM)
- Financial Operations (FO)
- Army Comptroller Propensity (PO)

**Financial Operations (FO)**

- Organizational Structure
- Financial Organizations Links
- Financial Rates and Allowances
- Accountability and Audit Readiness
- Antideficiency Act
- Defense Travel System-Army
- Internal Control
- Internal Review
- Joint Recon Program
- Travel Charge Card
- US Army Financial Mgt Command
- General Information
- Documents & Related Links

**Operational Support Team**

+ Welcome to the ...

+ Our Mission Statement

**Documents & Links**

	Date
<b>Operational Support Team</b>	
<a href="#">Operational Support Team page</a>	
<b>Functional Areas</b>	
<b>Pay Support</b>	
<b>Defense MilPay Joint Military Pay System (DJMS)</b>	
<a href="#">DJMS (AC)</a>	01/10/2013
<a href="#">MMPA (RC)</a>	01/10/2013
<a href="#">Research Entitlements (AC)</a>	01/10/2013
<a href="#">Research Entitlements (RC)</a>	01/10/2013
<b>Reports</b>	
<b>Case Management System (CMS)</b>	
<a href="#">CMS Search Case</a>	01/10/2013
<a href="#">CMS Input Case</a>	01/10/2013
<a href="#">CMS Update Case</a>	01/10/2013
<b>Defense Military Office (DMO) Software</b>	
<a href="#">Casual Payments</a>	01/10/2013
<b>Travel</b>	
<b>Debt Management</b>	
<b>Entitlements</b>	
<a href="#">Cost of Living Allowance (COLA)</a>	01/10/2013
<a href="#">Bonus</a>	01/10/2013
<b>Deployment Entitlements</b>	
<a href="#">Deployment Entitlements</a>	01/10/2013

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*Questions??*